**Minutes of the Strategic Planning Meeting held on Minutes 29th February 2024**

**Present:** Cllr B Beeley (Chairman), Cllr S Al-Hamdani, Cllr R Blackmore, Cllr K Barton,

 Cllr K Dawson, Mr R Knotts, Mr A Fletcher, Ms G Brownridge (OMBC), Mr K. Begley,

 Mr P Clegg, Mr T Baxter, Mr G Whitehead. Mr P Sykes,

**1, Apologies received:** Mr G Fielding, Ms C Wilkin, Mr A Taylor,

**Absent:** Cllr M Birchall

**2, Declarations of Interest**

**None declared.**

**3, Approval of Minutes 25th January 2024**

 Accepted as a true record and signed by the Chairman

**4, Funding Grant application progress**

The Clerk advised that the funding application had been successful and the funds had now been received. The conditions of the grant state that spend must be completed by 31 March 2024 and any unspent grant must be returned. There was some discussion around how we would be able to meet this deadline.

Mr Knotts confirmed this would be the last meeting he would be attending. Cllr Beeley thanked him on behalf of the Committee for all his hard work and commitment.

**5, Update on the final Plan & summary documents**

The amendments to the Neighbourhood plan, and the revised document version 1.14 had previously been shared. Cllr Al-Hamdani advised the main changes, mainly in the Environment section. There was some discussion around Fletcher’s Mill – now renamed Chew Brook Mill – and conditions put in place as currently no minimum retail space .

The landscape map was discussed and it was agreed Ms Brownridge would look into the progress of the topographical design and feed back at the next meeting.

Cllr Al-Hamdani advised that the summary documents would be fully updated to reflect the feedback received from the committee and it will be ready to share within 2 weeks and be send to the printers.

**6, Progress on HRA (Habitats Regulations Assessment) and SEA (Strategic Environmental Assessment).**

It was agreed Cllr Al-Hamdani would send a list of the changes to Mr Richardson and the timeline dates, and Ms Brownridge was also send her comments.

Ms Brownridge advised she had prepared a draft SEA and sent it to Natural England, Historic England and the Environment Agency. It was agreed it would be presented alongside the Neighbourhood Plan.

*(post meeting note Ms Brownridge confirmed the report to approve the SEA determination statement (screening) has now been sent off internally for legal, finance etc comments. Hopefully they will be back by w/e 15 March and then can send it off for approval in line with consultation dates).*

Ms Brownridge advised that as part of the Statement of Consultation a record must be kept with everything documented ready for inspection. Cllr Beeley confirmed we had all these records.

**7, Consultation Progress**

The progress to date was discussed. It was agreed that postal delivery to every parish rather than hand delivery was the best option. Cllr Beeley asked the Community Groups to advertise and share information with their residents, and then check they had received the consultation document.

Cllr Al-Hamdani advised the timescale from consultation would be from 31st March for 6 weeks with a closing date of end May.

Ms Brownridge confirmed that the consultation must be in line with regulation 14 of the neighbourhood planning regulations and this regulation refers to schedule 1 which lists the consultation bodies that must be consulted alongside others referred to in regulation 14 that live/work/carry out business in the area. Cllr Al-Hamdani confirmed this had been taken into account.

Given the tight timescale to ensure the grant is utilised before the end of March, the committee agreed to delegate the final decisions to Cllrs Beeley, Al-Hamdani and Mr Fletcher.

**8, Next Steps**

Next steps:

To set up Freepost

Amend the flyers ready to send to the printers.

Final version of plan to be sent to the printers and to be added to the website.

Approach the delivery companies and book in the drop.

Book the ballroom for a residents’ consultation meeting 7pm Tuesday 9th April

The date of the next meeting was brought forward to 21st March. *(post meeting note, as per Cllr Beeley, moved back to 28th March).*

**9, Items for the next agenda**

Update on printing and distribution

Update on website

Update on HRA/SEA

 **Next meeting: 28th March 2024 @ 09.30hrs**