**Minutes of the Strategic Planning Meeting held on Minutes 30th November 2023**

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

Mr R Knotts, Mr G Whitehead, Mr A Taylor, Mr A Fletcher, Ms G Brownridge (OMBC), Mr K. Begley. Mr P Sykes.

**1, Apologies received:** Cllr K Dawson, Mr G Fielding, Ms C Wilkins.

**Absent:** Cllr M Birchall, Cllr K Barton

**2, Declarations of Interest**

**None declared.**

**3, Approval of Minutes 26th October 2023**

**Accepted as a true record and signed by the Chairman.**

**4, Approval of Minutes Extraordinary meeting 21st November 2023**

**Accepted as a true record and signed by the Chairman.**

**5, Summary Document/ Flyer**

Cllr Al-Hamdani shared the draft document on Travel & Transport prepared by Mr Knotts and himself and it was discussed. Ms Brownridge advised the essential criteria, taken from the Neighbourhood Planning Regulations section 14, that must be met. These were discussed and agreed.

It was agreed that this format was well presented and very clear and would be used across all sections of the document. Cllr Al-Hamdani and Mr Knotts to work on these ready to share at the next meeting in January.

The deadline of having the consultation ready to send out at the same time as the May elections was discussed and it was agreed, that it was slightly ambitious as we have no control over the length of time the inspector will take. Cllr Al-Hamdani confirmed the cost of the referendum is the responsibility of OMBC so it would be of benefit to them if we could have it ready for then.

It was agreed Ms Brownridge would send the statement of representations to Cllr Al-Hamdani which we would normally publish in a local paper and add to the letters, put in libraries with documents etc to help advertise our consultations in a formal way.

**6, Funding & Costing/Distribution**

Mr Knotts advised the costings for printing he had received so far, between £3800-£5000 and the postage costs.

There was some discussion around distribution and whether the Community groups could hand deliver in their areas to save on the distribution costs.

Mr Knotts advised we can claim up to £10,000 towards the costs and it was agreed he would put in the application to cover all proposed expenditure; printing, HRA cost, and include postage cost for all areas, any money unused could then be returned afterwards.

Cllr Al-Hamdani advised that SPC did have some allocated reserves just in case the £10,000 fund being applied for was insufficient to cover all costs.

Ms Brownridge suggested the flyer could be emailed out to all local schools who would then distribute to all parents.

Cllr Al-Hamdani advised that it is looking likely that distribution will take place end February.

**7, Community Groups’ responses**

Already covered under item 6

**8, HRA/SEA Screening Progression**

The draft HRA had been shared by email prior to the meeting. Ms Brownridge advised she had been in contact with Derek Richardson re the Policy Nature 1, as we must make reference to it in the HRA. Once the HRA is fully completed, she can start work on the SEA Screening, and would hopefully have something ready by Christmas.

 There was some further discussion around the HRA.

There was some discussion around the Canals & River Trust, with some concerns raised. It was agreed that if any of the community groups had issues/concerns regarding rivers and canals in the area, then please send to the Clerk who would forward them to the River Rangers.

**9, Next Steps**

 **Ms Brownridge to work on the SEA screening with a draft complete by Christmas.**

**Cllr Al-Hamdani and Mr Knotts to continue working on the flyer pagers ready to share at the January meeting.**

**Mr Knott to put in the funding application.**

**The Clerk to send copies of the PFE Modification Consultation responses to all Strategic Planning Committee and Community Group representatives.**

**10, Items for the next agenda**

 **-Result of funding/grant application**

 **-Completion of Flyer Summary document**

 **-Comments on HRA**

 **-Next Steps**

 Next meeting: 25th January 2024 @ 09.30hrs