

Draft Minutes, ESG NP Steering Group meeting 2/6/26 Teams call

Present; Paul Debenham, Mark Stamp, Kathy Sadler, Jonathan Shadagg, Nicholas Steedman, Louise Eadie, Eric Schooneveld.

Focus of the meeting was to assess the division of tasks/actions arising from the NP Scoping Report which had been proposed by Robyn Milliner at ET Planning (ETP). The focus of this meeting was to review the tasks Robyn proposed that the NP Steering Group would undertake (see listing below). Where possible tasks/actions were agreed to be led by those present or expected to best be able to lead such a task.

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| 1. Confirm scope of review | Agree whether the review will be focused or comprehensive and identify key policy areas. |
| 2. Establish governance arrangements | Prepare Terms of Reference, assign roles and responsibilities and establish meeting structure. |
| 3. Prepare and maintain project risk register | Track programme, consultation, examination and delivery risks throughout the project. |
| 4. Establish governance and decision timetable | Coordinate steering group meetings, parish approvals and decision gateways. |
| 5. Monitor project budget, grants and expenditure | Maintain oversight of funding, expenditure and grant opportunities. |
| 6. Prepare project plan | Develop detailed programme, milestones, risks and budget. |
| 7. Prepare stakeholder engagement database and mapping exercise | Identify consultees, landowners, infrastructure providers, businesses and hard-to-reach groups. |
| 8. Prepare communications strategy, FAQs and social media plan | Support clear public messaging, engagement and consultation management. |
| 9. Establish consultation response and representation database | Maintain formal consultation audit trail for Regulation 14 and examination. |
| 10. Review existing neighbourhood plan policies | Assess existing policies and identify policies to retain, amend or replace. |
| 11. Review local housing needs and tenure evidence | Update evidence relating to housing mix, affordability and specialist housing need. |
| 12. Analyse planning applications, appeals and decisions since adoption | Review policy effectiveness and identify recurring planning issues. |
| 13. Undertake SEA/HRA screening review and consultation | Confirm environmental assessment requirements with statutory consultees. |
| 14. Launch early community engagement | Undertake drop-in sessions, surveys and engagement activities. |
| 15. Manage website and communications | Prepare newsletters, social media updates and website content. |
| 16. Consider reserve/contingency site options | Provide flexibility if preferred sites fail to come forward. |
| 17. Local Green Space Evidence | Prepare Local Green Space evidence base |
| 18. Prepare updated policies maps | Update settlement boundaries, allocations and spatial policy maps. |
| 19. Establish neighbourhood plan monitoring framework | Track policy effectiveness, allocations and delivery. |
| 20. Undertake annual monitoring and policy review | Review performance and future update requirements. |
| 21. Adoption and implementation | Neighbourhood Plan review formally made and monitoring commences. |

Decisions /comments made, relating to each task as numbered above.

1. Task already achieved following ETP Scoping Report and its review meeting on May 20th. NP renewal will be 'focussed'.
2. NS to lead, reviewing template ToR already created, but now to cover the division of responsibilities with ETP
3. MS to lead, based on Trello register and tracking of actions
4. PD to lead on this.
5. PD to lead and engage with PC re financial matters
6. Proposed this should be placed with ETP given their experience with NP delivery. Ask ETP to break down their costing into the phasing outlined in the Scoping Project.
7. We would ask John Dain to lead on this given his experience with this.
8. We would seek advice from ETP on creating a communication strategy relevant for an NP
9. Mark to maintain audit trail, and we will seek advice from John Dain on what sort of database he held for this.
10. PD to overview, but this is a key task for all Steering Group to be involved with.
11. We will ask ETP to lead on this given their links into BDBC
12. PD initial analysis done, but seek ETP lead to identify effectiveness and recurring themes
13. Indicated as lead by BDBC, assuming requested by SG/ETP. Need to discuss with ETP.
14. KS to lead on organisation, contributions from LE, also JD to be asked to be involved
15. PD comms to Ecchinswell, KS comms to BG, ask Amy White for inclusions in PC Newsletter
16. Await what falls out of Call for Sites, seek ETP strategy for this.
17. We will seek ETP to lead on this as we feel we are not knowledgeable in these matters
18. We will seek ETP to lead on this.
19. 20.21. All in Phase 4, so postpone decisions until closer to this timeline.

PD to contact ETP to undertake the above actions as indicated. Also to request ETP to prepare a draft budget for all their indicated tasks and actions, preferably divided into the Phases of the project as they have defined.

Next meeting at 6.30pm at Bishops Green Village Hall on 16th June. Focus will be a Community Engagement event before 23rd July (schools out). MS to bring along past community engagement displays for consideration.