

**DRAFT Minutes of the meeting of the Maresfield Parish NDP/CLP Steering Group
held on Monday 20th November 2017 in the Parish Office, Nutley, at 7.30pm.**

Present: Cllr M Craddock (Chairman), Mr A Foskett, Cllr Mrs L Reeves, Mr F Taylor, Clerk A Allen.

1. **Public session** – No members of the public were present.
2. **Apologies for absence** – Cllr Ms G Hallin, Mrs M Turner, Mr R Smith.
3. **Declarations of interests** – None.
4. **To approve the minutes of the meeting held on 30th October 2017 - It was resolved** to adopt the minutes as a true record of the meeting.
5. **Matters arising from these minutes not covered under this agenda** – None.

6. **To discuss the current position regarding finalising the Draft Plan** – The Chairman thanked Cllr Mrs Reeves and Cllr Ms Hallin for their hard work, noting that a difference of drafting styles within the SG had led to slightly different drafts being circulated. **It was resolved** that the meeting should review the draft produced by Cllr Mrs Reeves and Cllr Ms Hallin, as notated by Mr Taylor to incorporate his suggested changes and those of Mrs Turner. An updated Draft NDP was produced.

7. **Submission of Draft Plan to Planning Consultant for ‘health check’ – It was resolved** that the new Draft NDP should be sent to Richard Eastham, Planning Consultant, for its ‘health check’ at a cost of £1025 +VAT.

8. **Submission of Draft Plan to AECOM for SEA assessment – It was resolved** that the new Draft NDP should also be sent to AECOM for the SEA assessment.

9. **Next steps:-**
 - I. **Six-week consultation on the draft plan, with effective advertisements that the consultation is underway (Regulation 14)** – The information and quote from AirS was noted and discussed. It was noted that Richard Eastham would also be advising on the requirements for this part of the NDP process, as part of the ‘health check’. The question of whether this task could be carried out in-house was briefly discussed. The Clerk noted that this is an important legal milestone in the NDP process, involving a lot of work which needs professional input to ensure that it is done fully/correctly and is not open to later challenge. The Clerk stated categorically that this task could not therefore be carried out or managed solely from the Parish Office. **It was resolved** to wait for the advice from Richard Eastham and then revisit this matter.

The later stages in the NDP process were noted, as follows:-

- II. Gather in all the comments received from the public and the statutory consultees during those six weeks.
- III. Decide on which revisions to make, based on those comments received.
- IV. Prepare a Consultation Statement and a Basic Conditions Statement.
- V. Revised plan, the Consultation Statement and the Basic Conditions Statement submitted to WDC.
- VI. WDC runs a further six-week consultation on the submission plan (Regulation 16) –
- VII. Independent examination.
- VIII. Move to referendum (if the plan is found to be in conformity with the regulations).

10. **Date of next meeting – Thursday 21st December 2017.**

There being no further business, the meeting closed at 20:57.