

## MACKPLAN RECORD OF ACTIONS AND DECISIONS - 18 MAY 2020 ZOOM MEETING

Present:

Richard Allen (RA) Chairman  
 Gary Vanstone (GV)  
 James Hitchcock (JH)  
 Pauline Cunniffe (PC)  
 Chris Burchell (CB)  
 Tom Starley (TS)  
 Alison Hodgetts (AH)  
 Warin Kelly (WK)

Apologies:

Stephen Seamons (SS) Secretary

Absent:

Magnus Pahlsson (MP) Vice Chairman  
 Neil Jory (NJ)

AGENDA ITEM	ACTION/DECISION	LEAD	DUE DATE
1. Introduction	<p>Since we last met on 12 Mar the following have been achieved:</p> <ul style="list-style-type: none"> <li>· The Call for Sites has been issued and 8 potential development sites have been submitted.</li> <li>· The first nearly complete draft of the Neighbourhood Plan is in the process of being edited by MACKPlan committee members.</li> </ul> <p>The chairman thanked everyone for their continued commitment and particularly noted the scale of effort from JH.</p>		
2. Outstanding actions from previous meetings	Nil		
3. NP Document Update	<p>IT challenges linked to the Google Drive and the size of the NP file have complicated the editing of the draft NP V10 by several. Because of this, <b>once JH has incorporated comments into NP V11, all are requested to check that their comments have been input.</b> JH explained that in addition to the draft NP, 2 other documents will require our collective input. The first is the Design Statement. This is a document that is aimed at developers and contains all housing relevant aspects of the NP in order to set out more concisely those aspects of the NP that the community thinks are important concerning housing. <b>JH requested input to the draft Design Statement from CB and WK.</b></p> <p>The second document is the site scoring matrix. This is a scoring matrix based on that used in the JLP for assessing the viability of sites but including all other relevant information. It was agreed that each site would be allocated a lead in order to determine all relevant factors about that specific site so that when spring occurs it is done fairly for all. <b>Allocate leads for each site.</b></p>	<p><b>JH/All</b></p> <p><b>JH/CB/WK</b></p> <p><b>RA</b></p>	<p><b>25 Jun</b></p> <p><b>1 Jun</b></p> <p><b>1 Jun</b></p>

	<p>Recognising the need to raise only significant observations concerning NP V10 for discussion, the following were made:</p> <ul style="list-style-type: none"> <li>• RA - Should we propose green spaces rather than just the need for the PC to pursue them? The point was agreed.</li> <li>• RA - Should we include in the NP and Design Statement, a list of community items appropriate for Section 106 funding? The point was agreed.</li> <li>• RA - The Hamlets road safety section needs to be softened in order to be more suitable for a NP. The point was acknowledged.</li> <li>• WK/TS - The draft NP is very technical in nature and perhaps not an easy read for a public audience. The challenge of balancing the technical requirement to satisfy the 'NP examiners' with the need to be readily understood by a public audience was discussed at length. Use of an Executive Summary or summary boxes for specific sections were suggested. It was agreed that DS would be consulted but that in any case neither option could be instigated until the NP was ready for public consideration.</li> <li>• GV - Will all sites be included in the NP? The answer is that initially all sites will be included so that they can be considered but that as they were whittled down they would be removed so that the final version will contain only the sites selected by the residents.</li> <li>• CB - Should we number all the paragraphs to make identification of a point easier. It was suggested that numbering each paragraph would lessen the appeal of the NP to the public, making it resemble a typical government document. We agreed to seek advice from DS and considered adding paragraph numbers during the editing process with the option to remove them before publication.</li> </ul>		
4. Community Engagement	<p>Clearly the Covid 19 lockdown and Social Distancing measures have had a significant impact on our ability to engage the community. These effects may well be with us for some time and we may need to look at alternative methods of public engagement in order to be able to move forward. We are not at a point of being held back yet but it is not far off.</p>		
5. Environmental Policies	NSTR		
6. Infrastructure Capacity	NSTR		
7. Stakeholder Engagement	<p>MAGPC has a new Chairman (Mark Ambrose) and Vice Chairman (Robert Tucker). It was suggested that following WDBC check of the draft NP, engagement with the PC should be in the form of a presentation (probably on Zoom) followed by the release of the draft NP, followed by a second Zoom meeting for questions from the PC. This was agreed. It was also suggested that <b>RA arrange run through the process of an NP with the new Chairman and Vice Chairman.</b></p> <p>Locality (Dave Chapman) has offered a free NP health check under technical support. This was warmly welcomed.</p>	RA	25 Jun 20

8. Financial Update	FY 19/20 accounts have been finalised and unspent funds returned to Locality. 20/21 grant funding has been applied for including a significant element for consultant support. It looks as if there will not be the same delays in grant release that hampered progress so much last year.		
9. Evidence Base	Rather than a second NP volume for Evidence, it was agreed that like some other NPs, evidence would reside online and be linked to the NP. SS will generate this evidence cache in conjunction with JH in the establishment of electronic links.		
10. Planning Policy	NSTR		
11. Next Steps	<p>In broad terms the next steps are:</p> <ul style="list-style-type: none"> <li>• <b>All complete their editing of NP V10</b></li> <li>• <b>Collate input to draft NP V10 and load V11 onto the Google Drive for members to check their input.</b></li> <li>• <b>JH, WK and CB complete draft Design Statement and JH issue draft by email to all for comment.</b></li> <li>• <b>JH issue populated scoring matrices to each site lead for any additional input to be added and for leads to become experts on the site.</b></li> <li>• <b>Produce the formal Evidence Base and create the reference links to the NP and Design Statement.</b></li> <li>• <b>Monitor lockdown easing in order to try to establish a ball park of when a public meeting might be possible or what alternatives for large public engagement events might be possible to enable progress.</b></li> <li>• When complete, send NP V11, the Design Statement, the Scoring Matrix and access to the Evidence Base to Duncan Smith for his comment.</li> <li>• Brief MAGPC on the development options.</li> <li>• Publish the development sites for resident review.</li> <li>• Hold public meetings to identify chosen sites.</li> </ul> <p>We should aim to have the NP ready for wide public engagement when the later becomes possible. input and Collate proposed development sites.</p>	<p><b>All JH/All</b></p> <p><b>JH/WK /CB/All</b></p> <p><b>JH/Leads</b></p> <p><b>SS/JH</b></p> <p><b>GV</b></p>	<p><b>ASAP</b></p> <p><b>1 Jun 20</b></p> <p><b>1 Jun 20</b></p> <p><b>10 Jun 20</b></p> <p><b>25 Jun 20</b></p> <p><b>25 Jun 20</b></p>
12. AOB	Nil		
13. DONM	Monday 25 Jun 2020 at 1930. We will hold this as a video meeting using Zoom.		

RA  
MACKPlan Chairman