

NORTON NEIGHBOURHOOD PLAN – PURPOSE OF AGENDAS AND MINUTES

At the Norton Parish Council meeting held on 19th January 2016 minute 16.01.017 Clerk was requested to identify certain criteria surrounding the purpose of the agendas and minutes generated from meetings held by the Steering Group.

Tom James has been consulted and the following is a summary .

- 1) Agendas must be available to the public – there is no set period of notice unlike a parish council meeting.
- 2) Agendas – it is advised they are created because they help to create the story/progress of the NP and the route it is taking.
- 3) Minutes must be in the public domain. They also should demonstrate and justify why certain decisions are made and should be clear and concise.
- 4) Minutes are considered an important supporting document to the NP.
- 5) Minutes do not need to be included within the portfolio when the plan is submitted to DDC for assessment IF the documents are held on a website. DDC will refer to the Minutes as part of the overall process.
- 6) Meetings of the Steering Group can be held in private or in public. If a member of the public requests to attend it would be reasonable to accommodate their request.

Please bear in mind the process of creating the Neighbourhood Plan is for the residents of the parish and therefore all actions should be as clear and transparent as possible. The plan is being created for them and must not exclude them from the process.

In addition here is further information that might be useful.

There are four documents that need to be produced before the portfolio is submitted to DDC for assessment.

- 1) The plan itself
- 2) A Conditions Statement which states how the plan meets the basic conditions as stated in Norton Neighbourhood Area Application for Norton Strategic Planning Issues dated 15th October 2015.
- 3) A Consultation Statement which summarises the draft consultations. A Planning Consultant will assist with this.
- 4) A Screening Assessment which is a legal requirement and carried out by DDC when the plan reaches a certain stage and is instigated by the Steering Group.

A Feltham

20.01.2016