**FRIDAY 4TH  FEBRUARY 2022**

**ZOOM MEETING – 2.00PM**

**1 Welcome**

**2 Present** Sue Piggott – Chair Brian Boon

 Jill Temperton

**3 Declarations of Interest -** None

**4 The Minutes** The Minutes of the last meeting held on 5.11.21 were agreed

**5 Status of Draft NP**

 The completed Character Assessment was still outstanding.

SP had continued to request costings from IP so that she could submit an application for Locality funding necessary to complete the NP, this was still outstanding.

The present Locality Funding window closed 31st March 2022. SP confirmed that she had completed the Grant end report and organised the return of monies that had not been spent.

JT and SP received the Draft comments from ESC and agreed that the Draft be amended to take on board the comments made. IP suggested that this would be done and suggested that the Parish Council then have this copy distributed and considered for their agreement.

Once the AECOM SEA report is completed the Draft NP will be finalised and in the position to present to the Parish Council and proceed for the reg.14 consultation.

**6 To consider how to resolve lack of progress**

It was agreed by the SG that the lack of a focussed time line and completed actions necessary for moving the NP on through the required processes were creating and compounding problems.

The Character Assessment is still not properly completed, the Draft Plan still has amendments outstanding, and with no costings still not submitted by IP has meant the SG is still unable to apply for Locality grant funding.

It was agreed to release IP - P4P.

The SG need to appoint a consultancy to support and deliver the next phases, reg.14 being the next phase in the project. A consultancy has been sourced.

Rachel Leggett Associates are in the position to support and lead on reg.14, they have submitted their costs to enable the Locality Grant funding application.

R.Leggett Associates have clarified that they are unable to involve themselves in the previously worded and constructed Draft NP, any amendments will be the responsibility of the SG. ESC assigned officers have given assurances of pro-active support so that the SG can complete the outstanding tasks to produce a final Draft NP and Consultation and Conditions statement.

The SG agreed to appoint Rachel Leggett Associates.

It is hoped that the Locality grant funding will be in place following the adoption of the plan for public consultation by the Parish Council, this will allow reg 14 to take place and reach the pre-submission stage. The following stages to reg 14 will require another funding application.

**7** Date of Next Meeting – TBC

**…………………………………………………………….. ……………………………….**

**Chair**  **Date**