

## Scopwick and Kirkby Green Neighbourhood Planning Group Minutes of the Meeting held on 5<sup>th</sup> October 2021 on-line via Skype

### Attendees:

Peter Reeds (PR), Owen Davies (OD) and Charles Kerrigan (CK).

1. The meeting was opened with the Chairman and members attending via Skype from home addresses. PR welcomed all to the meeting.
2. Apologies for absence – David Nelson (DN)
3. Declarations of Interest – None were received.
4. Minutes of the last meeting – Minutes of the meeting held on 24<sup>th</sup> June 2021 were agreed.
5. Action Items from the meeting held on 24<sup>th</sup> June 2021

There were no action items held over from the last meeting.

6. NP Draft Timeline - The Group discussed the delay to the timeline and agreed it needed amending. PR agreed to redraft the timeline to reflect the new target dates. However, the consultation should begin as soon as possible. The draft NP had been placed on the PC website and had been sent to NKDC for Reg 14 review which the Group agreed was a couple of major steps forward for its completion.

### Action Item

- PR was to redraft the NP timeline for completion.

- 6a. Printing consultation letters, questionnaire and draft NP – The Group discussed the draft consultation letters and questionnaire that PR had drafted. It was agreed that with some minor amendments the drafts were acceptable. The official consultees' list obtained from NKDC was all addressed by email. It was agreed that CK should send them a covering letter by email directing the consultees to the PC website asking for comment on the draft Plan. The back stop for comments for replies was 10<sup>th</sup> December 2021. It was agreed that CK was to obtain printing costs for the hard copy cover letter and questionnaire for distribution to the Parish. The aim was to distribute the documents week-end of 23<sup>rd</sup> October 2021. The back stop date for the hard copy questionnaire returns was 10<sup>th</sup> December 2021. CK was also obtain printing costs for two copies of the draft NP to be used at the Parish Q&A session on Saturday 6<sup>th</sup> November 2021.

### Action Items

- CK was to send out a covering letter by email to all official consultees.
- CK was to obtain printing costs for the hard copy cover letter and questionnaire for distribution to the Parish.
- CK was also obtain printing costs for two copies of the draft NP.

7. Funding and Finance 2021/22 – PR informed the Group that Helen Metcalf had submitted a couple of invoices since the last meeting. The Group agreed that it needed an update to the NP budget.

Action Item

- CK was to contact the Clerk and obtain the current NP budget figure available.

8. Date of next meeting - The next NPG working meeting was to be held week commencing 18<sup>th</sup> October 2021.