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| Rolleston on Dove Parish Council - NDP Steering Group - Minutes of Meeting |

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| **Minutes - Meetings held 22nd June and 27th June 2018 at 6 pm** |

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| Location | **Rolleston Club Committee Room** |
| Attendees: | Cllr Barry Gooding (BG), Lisa Claber (LC), Cllr Steve McManus (SM), Jo Daniel (JD), Peter Barnett (PB) |
| Distribution: | Members + Parish Clerk + Parish Councillors |
|  Chairman: | Lisa Claber **(LC)** |
| Next Meeting: | **TBC** |

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| **Purpose of Meeting: To review NDP Reg 14 “Comments Tracker”** |

|  | **Note** | **Action** | **Deadline** |
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| **1.0** | **Apologies for Absence** |  |  |
|  | Philip White |  |  |
|  |  |  |  |
| **2.0** | **Actions from meeting held 14th May** |  |  |
| 2.1 | None |  |  |
| **3** | **Notes of meeting**  |  |  |
|  3.1  3.2 3.3   | Review of comments and observations received from public and consulteesThe “Comments Tracker” recorded 62 comments and observation received from villagers and consultees.Each Item on the tracker was discussed in detail.The “Comments Tracker” was updated with the Steering Groups response to the “comment” and whether the NDP was updated on notThe “Comments Tracker” at the conclusion of the meeting was sent to Urban Vision for consultant’s review. Certain responses reference policies requires the opinion of the consultant.Reg 14 6-week consultation period.Due to delays in distribution of the “flyer” notifying the date for the public meeting and some consultation letters being delayed, it is necessary to repeat the 6-week review period again.The Reg 14 6-week commencement date has targeted for Monday 16 July. If this date is delayed, the start of Reg 14 6-week period may be put forward to start of September.It was agreed that LC with meet with the parish clerk on the morning of 16 July to assist with the formal notification to consultees. Reg 16 actions1. Update flyers with new date and arrange printing
2. Print 2 “hard” copies of NDP to be placed in the church and the clubhouse
3. Village PC website to give notification of the start date for Reg 14 and request comments/observations on the NDP. Also to confirm date and arrangements for “open” day
4. Parish Clerk to book Grammar School for “open” day if required – date 4th August
5. Group to meet with LC to arrange distribution of flyers
 |       LC   LC LC SM Parish Clerk |  16 July |
| **4** | **PROJECT PLAN** |  |  |
|  | Project dates confirmed. Plan updated with meeting dates and issued to members with these mom | BG |  |
| **5** | **AOB**None**Next Meeting TBA****Proposed AGENDA**1 Review “comments” tracker feedback and analyse responses2 Confirm date to meet with UV consultant to discuss update of the NP 3 To confirm content of Consultation Statement and Basic Condition Statement4 Agree date for submission to LPA5 To formailse the withdrawal of the present LNP | ALL |   |