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

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| **Minutes - Meeting held 25th February 2019 at 6.30pm**  |

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| Location | **Rolleston Club Committee Room** |
| Attendees: | Cllr Barry Gooding (BG), Lisa Claber (LC), Cllr Steve McManus (SM), Jo Daniels (JD), Philip White (PW), Cllr Jason Wyatt – Chairman Rolleston PC |
| Distribution: | Members + Parish Clerk + Parish Councillors |
|  Chairman: | Lisa Claber **(LC)** |
| Next Meeting: | **TBA** |

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| **Purpose of Meeting: To review and agree:****1 Basic Condition Statement****2 Final DRAFT NDP****3 Village map****4 Consultation Statement****5 Submission letter****7 Submission for Reg 16****8 Consider UV Consultant services for producing the Basic Condition Statement and Post Reg 16 support** |

|  | **Note** | **Action** | **Deadline** |
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| **1.0** | **Apologies for Absence** |  |  |
|  | Peter Barnett |  |  |
|  |  |  |  |
| **2.0** | **Actions from meeting held 30th November 2018** |  |  |
| 2.1 | None outstanding |  |  |
| **3** | **Notes of meeting of meeting held** |  |  |
|  3.1 3.2 3.3 3.4 3.5 3.6        3.7  | Basic Condition StatementThe Condition Statement produced by UV was reviewed prior to the meeting by members and agreed.It was agreed that the UV version would be “re badged as a Rolleston PC documentDRAFT NDPThe final Draft NDP had been reviewed by members prior to the meeting and was formally accepted by the group. It was agreed to amend the title of the plan to **“Submission Version March 2019”**Village MapIt was agreed to provide in the Reg 16 submission a map of the village. The map would be the same as the Fig 1 included in the NDP Consultation StatementUV had advised that the group consider the Consultation Statement included in the Doveridge Reg 16 Submission. The group agreed to use this as a template and to include the consultation “tracker” for confirmation of consultation along with reference to public meetings and publicity. Submission LetterLC had agreed to produce the letter on PC letter headed paper and Jason to sign the letterSubmission Reg 16 The Locality Neighbourhood Plans – Roadmap Guide page 49 was consulted to confirm what needed to be submitted to the local planning authority at ESBC.It was agreed that LC would collate all the docs and that BG would copy A3 the “Tracker”The submission would be emailed to ESBC on Friday 1st March and a hard copy hand delivered to ESBC also on Friday 1st MarchThe Project Plan and timetable for Reg 16 through to village Referendum was discussed and it was considered the Referendum could take place during June this year, although it is recognisd that the Reg 16 timetable is in the hands of ESBC Urban Vision consultancy supportThe Support Package for the preparation of the Basic Condition Statement by UV of 3.5 days was agreed. The payment for this fee would be paid out of the “Front Runner Grant” outstanding monies.It was agreed that any Post Reg 16 costs would also be paid from the “Front Runner Grant”  |           |   |
| **4** | **PROJECT PLAN** |  |  |
|  | Project dates were confirmed |  |  |
| **5** | **AOB**It was agreed that there was no requirement for a formal meeting until the outcome of the submission to ESBC is confirmed and any amendments to the plan are confirmed by the Independent Examiner**0****Next Meeting – Date TBA if required** |  |  |