

**Newent Neighbourhood Development Plan Steering Group**  
**7pm January 17th 2024**  
**Newent Town Council Offices**

**Minutes**

Action

**Present:** Helen Selwood (Interim Chair) (HS), Cllr Gill Moseley (Interim Secretary) (GM), Chris Moore (CM); Lynn Ashton (LA); Cllr Alan Hedley (AH), Cllr Juli Escritt (JE), Cllr Trevor Beckwith, (TB), Lee Searles(LS) (Planning Consultant).

1. **Apologies** – Cllrs Sara Hulbert, Kay Selwyn, Josh Robertson, Julia Gooch; Emma Salisbury, Heather Roberts, Cllr Kay Selwyn; Barbara Pond (GRCC)
2. **Declarations of Interest** – there were none.
3. **Minutes:** The minutes of the meeting held on December 6<sup>th</sup> were approved.  
Proposer: HS, Seconder CH.  
Minutes of the meetings of 15<sup>th</sup> November and Extraordinary Meeting (Zoom) of 21<sup>st</sup> November were circulated for approval by email subsequently as the meeting was not quorate. They were then forwarded to the Town Council and reported at the regular meeting as usual.
4. **Matters Arising** - none.
5. **To consider Election of the Chair and Secretary** - HS re-stated her intention to step down at the end of January and GM indicated that she was willing to resume the position. This was proposed by HS and seconded by JE and approved by a majority vote. The position of Secretary was discussed. It was concluded that until the town clerk was in a position to take on the role, the Steering Group would request that D. Morley be asked to step in.
6. **Finance Report and update on Locality Grants** – a) Finance (CH) The invoice for the hire of the room for Planning Consultant interviews had been paid leaving a balance in the NTC budget of £1,200.  
b) (GM) an account was given of the virtual meeting with representatives from AECOM held on 16<sup>th</sup> January at 11.15am. LS had helped greatly with the preparation for the meeting and members felt that it had provided a good opportunity to describe the needs and problems of Newent in terms of future development and existing problems. The application for the Housing Needs Assessment and the Design Code would go ahead but the application for a Master-Plan was more complex and would be discussed with another planning advisor from Locality/AECOM before a decision was made on the correct type of plan for Newent, either detailed or strategic. LS added further information about the nature of master plans and had sent members an example of a master plan for reference.
7. **Business Survey** – there was discussion on the extra question regarding support from external bodies and it was agreed to add the question to the current survey. CM would contact GM for help if needed with the Google Form.
8. **Leisure & Canal Survey** – HS had received no further information after a second request to Clare Stone but the original draft had been recovered and would be used to create a new Google Form with the help of LS and with reference to Ralph Barber of the Canal Trust, who had expressed willingness to be involved.

GM

CM

HS

**9. Next Steps** - LS suggested that the Master Plan and Design Code would throw up further information along with the surveys but he would stay in the background for the moment. The GWT and GCER can and have provided sources of evidence for environment issues. The Transport survey needs an update and GM will ask Vilnis Vesma, its author, if he would like to undertake that task.

GM

**10. Skills Audit** – ???

**11. Stakeholder list** –A draft list of questions was amended and approved. The List of Stakeholders now needs updates to be sent to HS.

HS/  
ALL

**12. AOB** – A dedicated page on the NTC website is to be set up for the NDP and the NDP’s own website is to be updated. Information needs to be sent to the town clerk for posting along with the agendas and minutes of the meetings.

HS/  
GM

**13. Date of next meeting** – February 21st at 7pm. NTC Offices.