

**SSJ Neighbourhood Plan  
Bimonthly Report to SSJ Parish Council  
April 2014**

1. General

The Steering Group has been formally convened.  
Work is in progress regarding the Evidence Base, Organisation Questionnaire/ Survey and Housing Needs.  
The Neighbourhood Plan Website is in construction.  
BDBC N Plan Audit Report was issued 10.04.14

2. Steering Group

1. The Steering Group comprises Messrs M Harrison, R Morgan, Mrs L Agnew/ S Abraham, H Hatt , J Crawley (Chairman) and Mrs P Mayo (Clerk). Mr Hatt has indicated he would be happy to stand down to the Support Group in future.
2. The Support Group comprises Messrs J Edwards, Mrs S Moore (both distribution), Mrs J Tomlinson (website), Mrs N Rougier, Mrs B Irving (both questionnaire/survey).
3. Two meetings have been held – 6<sup>th</sup> March and 3<sup>rd</sup> April.
  - i. Steering Group Terms of Reference agreed
  - ii. Name agreed – SSJ Neighbourhood Plan
  - iii. Logo adopted (see above)
4. Next meeting 1<sup>st</sup> May (6pm) – with Messrs S Jobbins (Shaping Communities) and A Munro (Maroon Planning)
5. Further meetings fixed for 26th June , 21st August and 18th September 2014

3. Evidence Base

1. The Filing System is in development and near implementation
2. The Neighbourhood Plan Summary document has been drafted and revised by Mike Harrison – for circulation and discussion at the next Steering Group Meeting
3. Launch Event feedback to be circulated
4. M Harrison and J Crawley are booked to attend the (free) Planning Aid England – Strategic Environmental Assessment for Neighbourhood Plans Workshop on 30.04.14.

4. Organisation Questionnaire

1. Questionnaire completed and forms ready for use. Questioners being allocated to Organisations (Steering Group + Support Group)
2. First interview to be discussed at the 1<sup>st</sup> May Meeting.

5. Programme/ Progress

1. Current progress is running behind programme. A revised programme will be issued following the 1<sup>st</sup> May Meeting.

6. Budget

1. Costs during the period (06.03.14 to Present): Nil
2. Total Costs to date: £3995 ( Consultants - £3538 for consultants & £456 general admin)

J Crawley  
Chairman