

**Linton Neighbourhood Plan – Communication, Consultation and Action Log. March 2015-FINAL FOR SUBMISSION APPENDIX E**

No	Action	Assignee	Date	Communication Method	Summary	Action
<b>2012</b>						
1.	Linton Village Society (LVS) winter newsletter to advise all residents about the Localism Bill and SCHLAA	LVS Committee	January 2012	Village letter door drop	Raise awareness throughout village Letterbox drop to all residents	Raise awareness
2.	LVS Meeting with John Procter, Julian Holmes and Andrew Birkbeck to discuss Linton separate NP	LVS Committee	30 <sup>th</sup> March	Meeting	Decision to recommend to villagers that appropriate to prepare separate Linton Neighbourhood Plan (LNP)	LVS to call village meeting
3.	LVS invitation to all residents to attend presentations at meeting on 17 <sup>th</sup> April to discuss a separate Linton Neighbourhood Plan (LNP) and to call for volunteers to take part in preparing a LNP	LVS Committee	7 <sup>th</sup> April	Village letter by door drop	Present full information on separate LNP. Presentations by LVS, John Procter, Andrew Birkbeck, Julian Holmes Collate information on volunteers to prepare plan.	Newsletter to village
4.	LVS SHLAA presentation meeting	LVS Committee	17 <sup>th</sup> April	Meeting	Attended by over 120 villagers and interested parties Date for LNP volunteers discussion meeting agreed for 10 <sup>th</sup> May	Agree to produce separate LNP CWLPC to apply to LCCP for Linton separate designation. Further meeting to agree structure for Plan preparation.
5.	LVS Notice of AGM to include update of LNP	LVS Committee	19 <sup>th</sup> April	Village notice by door drop Email to villagers	Take opportunity to update attendees on LNP developments	Newsletter to village
6.	Collingham with Linton Parish Council (CLPC) register application with Leeds City Council that Linton be designated as a separate Neighbourhood area	Glyn Robins CLPC	20 <sup>th</sup> April	Letter to Ian Mackay Leeds City Council Planning (LCCP)	Requirement under The Neighbourhood Planning (General) Regulations 2012 Part 2 Para 5(1)	Application for separate NP
7.	Reminder to all villagers by email regarding LNP Discussion Group Meeting on 10 <sup>th</sup> May	Jill Bolton	7 <sup>th</sup> May	Email to villagers and LNP volunteers	Reminder	

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8.	<b>LVS Discussion Group Meeting of all volunteers and interested parties on LNP</b>	<b>Geoff Wilkinson LVS</b>	<b>10<sup>th</sup> May</b>	<b>Announcement at 17<sup>th</sup> April meeting. Email to volunteers</b>	<b>Review what is required to prepare a NP. Ask for volunteers to form core NP planning group</b>	Collate information on volunteers Core group to review NP planning Build new website for village
9.	Notes of Meeting of volunteers to start 'Planning the Plan'	Julian Holmes	13 <sup>th</sup> May	Email LVS Website (June)	Understand implications of LNP timescale and requirements	
10.	Notes of Discussion Group Meeting of 10 <sup>th</sup> May	LVS Committee	13 <sup>th</sup> May	Email to villagers Village Notice Board	Information and follow up notes of meeting	
11.	First LNP planning meeting	Volunteers	21 <sup>st</sup> May	Meeting	See Minutes	
12.	LNP Planning Meeting Minutes held on 21 <sup>st</sup> May	DC	22 <sup>nd</sup> May	Email to DC	Core planning committee to be called LNP Drafting Committee Larger Group – Strategy Group Recommend JB as Chair and JH as Deputy Chair of SG Need to produce ToRs for SG and DC Need Project Plan and Comms Strategy Guiding Principles to be drafted Update on Website for LNP/village Discussion regarding financing of LNP Planning for the Plan	Newsletter to village outlining progress to date and structure of plan preparation. Call for nominations for Chair and Deputy Chair of Strategy Group. Draft ToRs Draft Guiding Principles Draft Project Plan and Comms Strategy Consult with LCC/Andy Birkbeck regards NP issues
13.	LVS Meeting to discuss and review volunteers for core planning group (DC)	LVS Committee	25 <sup>th</sup> May	Meeting	Decision on Chairman and Deputy Chairman of Core Planning Group and identification of 6 other team members with spread of skills.	Newsletter to be sent to all residents re outline proposal for LNP planning structure
14.	LVS AGM – agenda item to update village on LNP	LVS Committee	25 <sup>th</sup> May	Meeting	Update of LNP	

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15.	LVS letter to all residents giving full update on the formation and members of a Drafting Committee (DC) and giving notice of first Strategy Group meeting on 7 <sup>th</sup> June, together with dates for meetings throughout 2012	Geoff Wilkinson LVS Jill Bolton DC	25 <sup>th</sup> May	Email to villagers Village letter by door drop Village Notice Board	Awareness of formation and members of DC. Call for volunteers to form Strategy Group. Call for nominations for Chairman and Deputy Chairman of Strategy Group Outline information on LNP communications.	
16.	LCC notice of consultation to designate a Linton neighbourhood area under Part 2 The Neighbourhood Planning (General) Regs 2012.	LCC	25 <sup>th</sup> May	Advertisement in Wetherby News	Start of 6 week public consultation period ending 6 <sup>th</sup> July	
17.	Reminder to all volunteers re SG meeting on 7 <sup>th</sup> June	Jill Bolton	28 <sup>th</sup> May	Email to villagers	Reminder	
18.	First Drafting Committee Meeting	DC	29 <sup>th</sup> May	Meeting	See Minutes of Meeting	
19.	Minutes of DC Meeting held on 29 <sup>th</sup> May		29 <sup>th</sup> May	Website	Review draft ToRs Agree a monthly report must be made to PC on LNP progress Review draft Guiding Principles Agree separate group to assess PIAs Discussion on site assessment Review of Comms Strategy Agree attendance of Outer North East Forum Agree funding sub committee should be set up Agree contact to be made with LCC	Strategy Group to review and approve: ToRs Guiding Principles Comms Strategy Set up PIA sub committee Set up fundraising sub committee
20.	Communication with Ian Mackay on Site Allocation timetable	Jill Bolton	29 <sup>th</sup> May	Telephone Communication and email from Ian Mackay	Clarification on time issues for LNP preparation	Report to Strategy Group

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21.	Letter from CWLPC to Linton NP giving instructions to prepare LNP and form DC and Strategy Group	Glyn Robins CWLPC	30 <sup>th</sup> May	Letter to DC	Formal instruction and approval to prepare LNP	Report to Strategy Group
22.	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> June	Meeting	Update on LNP to CWLPC	
<b>23.</b>	<b>First Steering Group (SG) Meeting</b>	<b>Geoff Wilkinson</b> <b>LVS</b> <b>Jill Bolton</b> <b>DC</b>	<b>7<sup>th</sup> June</b>	<b>Meeting</b>	<b>See Minutes</b>	
24.	DC Meeting	DC	8 <sup>th</sup> June	Meeting	See Minutes	
25.	Minutes of DC Meeting held on 8 <sup>th</sup> June	DC	10th June	Email Website	Agree purchase of presentation screen Agree all documents to be loaded on website Website to be communicated to village Need to capture all email addresses No further amendments to Guiding Principles Produce leaflet to update residents on LNP progress	Load all documents on website Source projector screen Produce LNP communication leaflet including notice of next S Meeting on 5 <sup>th</sup> July

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26.	Minutes of SG Meeting of 7 <sup>th</sup> June	Mike Bates	10 <sup>th</sup> June	Website Village Notice Board Email to SG members	Declaration of Interest by DC Approval of DC appointment and members Appointment of Chairman and Deputy Chairman of SG and DC Strategy Group to be renamed Steering Group Approval of structure of plan preparation Approve change of name from Strategy to Steering Group Draft TORs presented for comment Draft Communication Strategy presented Breakout session to consider draft Guiding Principles Agree PIA sub-committee Agree Fundraising sub-committee	Review comments from breakout session re GPs. Set up PIA sub committee Set up Fundraising sub-committee Review comments on GPs and amend as necessary
27.	LNP Draft Terms of Reference posted on new Linton Village website	Patrick Kirk	10 <sup>th</sup> June	Website	Consultation with villagers – ends 15 <sup>th</sup> June	
28.	Schedule of LNPSG Meetings for 2012	Mike Bates	10 <sup>th</sup> June	Website	Increase awareness of SG dates	
29.	LNP Leaflet re next SG Meeting on 5 <sup>th</sup> July and launch of website	Mike Bakes	18 <sup>th</sup> June	Village door drop Website	Encourage participate in SG and ensure wide awareness of new website for LNP comms	
30.	LNP DC Meeting	DC	26 <sup>th</sup> June	Meeting	See Minutes	

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31.	Minutes of LNP DC Meeting held on 26 <sup>th</sup> June	Mike Bates	27 <sup>th</sup> June	Website Email to DC	Final version of ToRs now agreed GPs amended Discussion re SG including landowners Agree to advertise in Wetherby News to ask landowners in Linton to come forward. PIA Draft list discussed	SG to approve amended GPs SG to approve landowners membership of SG PIA list to SG for approval
32.	Final version Terms of Reference for LNP	Mikes Bates	27 <sup>th</sup> June	Website	Publish final version	
33.	Outer North East NP Planning Forum	Jill Bolton	27 <sup>th</sup> June	Parish Council NP forum meeting	Communication of LCC Site Allocation process, co-ordinate PCs and encourage consultation between PCs	Report to DC and SG
34.	Letter to local landowners	Jill Bolton	3 <sup>rd</sup> July	Letter to specified list of landowners	Invitation to join Steering Group	
35.	Notes of Outer NE Planning Forum	Jill Bolton	3 <sup>rd</sup> July	Email to DC	Review of all PCs NP progress (if any) Present to SG on 5 <sup>th</sup> July	
36.	CWLPC Meeting	Julian Holmes	3 <sup>rd</sup> July	Meeting	Update on LNP to CWLPC	
37.	Notice in Collingham Parish Magazine – July/August edition	Julian Holmes	3 <sup>rd</sup> July	Magazine delivered to all villagers	Increase awareness of LNP preparation and website	
38.	LNP Fundraising meeting	Andy Mee Jill Bolton	3 <sup>rd</sup> July	Fundraising Meeting for LNP	To raise funds to underwrite the preparation of the LNP and to organise village social events	Report to SG
39.	Minutes for Outer NE Project Board 2	Jill Bolton	4 <sup>th</sup> July	Email to DC	Agree TORs Information on NP preparation Discussion on progress of NP by all PCs	Report to SG

No	Action	Assignee	Date	Communication Method	Summary	Action
40.	Advertisement in Wetherby News	Jill Bolton	5 <sup>th</sup> July	Advertisement	Requesting any Linton landowner to come forward if not already contacted	Review and report to DC and SG
<b>41.</b>	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>5<sup>th</sup> July</b>	<b>Meeting</b>	<b>See Minutes</b>	
42.	Minutes of LNP DC meeting held on 13 <sup>th</sup> July	Mike Bates	13 <sup>th</sup> July	Website Email DC	See Minutes Voting Rights proposal Guiding Principles (GP) finalised PIA and site assessment process. Comms Log	
43.	Minutes of LNP SG Meeting held on 5 <sup>th</sup> July	Angela Martin	17 <sup>th</sup> July	Website Village Notice Board Email	Voting rights approval Report on Outer North East Forum notes ToRs formally approved Guiding Principles amendments reported Report from PIA sub-committee report Breakout Session on proposed PIAs Project Plan to be produced Comms Log to be produced Report on identification of landowners/potential sites Report from Fundraising sub-committee Confirmation CWLPC would underwrite running costs of LNP	Final ToRs on website Load on website - if no comments on GPs – then finalise Review comments from PIA breakout session – amended list be posted on website. More research on appointing outside planning consultant

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44.	Meeting with Ian Mackay of LCCP on 18 <sup>th</sup> July	Jill Bolton	18 <sup>th</sup> July	Meeting	Review Linton NP progress and site assessment programme If SHLAA site – no need to do Sustainability Assessment	
45.	Minutes of LNP Fundraising Sub Committee held on 18 <sup>th</sup> July	Julie Frisby	18 <sup>th</sup> July	Email Fundraising Sub Committee	Establish fundraising and social committee to develop stronger community spirit and raise funds to prepare LNP	Report to SG
46.	Notes of Meeting with Ian Mackay of LCCP on 18 <sup>th</sup> July	Jill Bolton Ian Mackay	20 <sup>th</sup> July	Email DC Email Ian Mackay	See notes Report to SG Meeting on 9 <sup>th</sup> August	LCC to provide migration stats Needs to get demographic stats
47.	Minutes of LNP DC Meeting held on 20 <sup>th</sup> July	Mike Bates	24 <sup>th</sup> July	Website Email DC	Agree timetable for production of village survey - Report on Ian Mackay meeting – LCC site assessment gone back. – LNP timetable to change accordingly Sub-committee to format village survey agreed Review 12 principles of the NPPF Agreed from SG discussions that Highways major issue in village – assess cost of independent assessment. Newsletter to village to be drafted to give update	Newsletter to be distributed to residents
48.	Linton NP August Newsletter	Jill Bolton	28 <sup>th</sup> July	Website Door drop to village	Summary of Linton NP progress to date Notice of SG meeting on 9 <sup>th</sup> August	



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49.	Meeting of LNP DC sub-committee on 2 <sup>nd</sup> August	Jill Bolton	30 <sup>th</sup> July	Meeting	See minutes	
50.	Minutes of LNP DC sub-committee held on 2 <sup>nd</sup> August	Jill Bolton	2 <sup>nd</sup> August	Email DC	Detailed preparation of draft village survey Agree breakout session at SG to allow full input Agree outline timetable for draft	
51.	CWLPC Meeting	Julian Holmes	7 <sup>th</sup> August	Meeting	Report on LNP to CWLPC	
<b>52.</b>	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>9<sup>th</sup> August</b>	<b>Meeting</b>	<b>See Minutes</b>	
53.	Minutes for LNP SG Meeting held on 9 <sup>th</sup> August	Roger Limbert	13 <sup>th</sup> August	Email SG Website Village Notice Board	Discussion on amendment to SG Voting Rights and approval Report on consultation meeting with Ian Mackay LCCP Concerns raised regarding highways issues in village. Breakout session to review proposed Village Survey Agree Under 18s survey to be organised Agree timetable for Village Survey distribution Report on financial support from LVS and CWLPC	Review amendments and comments on Village Survey and produce final version Clarify questionnaire per household Under 18s survey to be organised
54.	LNP DC Meeting held on 28 <sup>th</sup> August	Jill Bolton	28 <sup>th</sup> August	Meeting	Village survey and Linton business consultation Site assessment	

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55.	Minutes for LNP DC Meeting held on 28 <sup>th</sup> August	Roger Limbert	4 <sup>th</sup> September	Email SG Website Village Notice Board	Reviewed comments from SG breakout session on village surveys – and amended as necessary Final draft to be sent to SG attendees for final OK Agree timetable for print and distribution SAE to be included in pack. Agreed letter to be sent to businesses with questionnaire Key Tasks Schedule amended and approved Proposed consultation open weekend in November cancelled - await LCC SHLAA review. Review funding	Send final draft village surveys to SG attendees of breakout session Draft letter to businesses
56.	Notice of cancellation of SG Meeting to be held on 6 <sup>th</sup> September	Jill Bolton	30 <sup>th</sup> August	Email SG Website	Cancellation notice and notice of SG meeting on 1 <sup>st</sup> November	
57.	CWLPC Meeting	Julian Holmes	4 <sup>th</sup> September	Meeting	Report to CWLPC on LNP progress	
58.	Outer NE NP Forum Meeting held on 6 <sup>th</sup> September	Jill Bolton	6 <sup>th</sup> September	Forum meeting with PCs	See Minutes	
59.	Minutes of Outer NE NP Forum Meeting held on 6 <sup>th</sup> September	Andrew Birkbeck	10 <sup>th</sup> September	Email DC	Parish Council site allocation and group discussion. Review progress of NPs. Update of LCC Site Assessment	Report to SG

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60.	Notes of Outer NE NP Forum Meeting and Leeds NP conference	Jill Bolton	10 <sup>th</sup> September	Email DC	Presentation by LCC regarding Localism Act and LCCP proposed Preliminary Site Assessment Recommendation PCs work together through Outer North East Forum Request PCs submit preliminary site assessment NOW! See Notes	Report to DC and SG
61.	LNP DC Meeting held on 12 <sup>th</sup> September	Jill Bolton	12 <sup>th</sup> September	Meeting	See Minutes	
62.	<b>LNP Village Survey for Residents and Under 18s – Delivery of documents</b>	<b>Patrick Kirk</b>	<b>14<sup>th</sup> September</b>	<b>Door drop to all residents</b>	<b>Village survey for Adults and Under 18s delivered – close date for replies 5<sup>th</sup> October</b>	
63.	<b>Letter to Linton businesses re village survey</b>	<b>Jill Bolton</b>	<b>14<sup>th</sup> September</b>	<b>Letter hand delivered</b>	<b>Information regarding village survey and suggesting consultation meeting</b>	
64.	Minutes of LNP DC Meeting held on 12 <sup>th</sup> September	Mike Bates	14 <sup>th</sup> September	Email DC Website	Report on LCC NP Conference and Outer NE NP Forum. Full discussion on the various sites in Linton Agree SG Special Meeting to be called	Notice to be sent out calling Special SG Meeting to discuss Preliminary Site Assessment.
65.	Special Notice of LNP SG Meeting to be held on 27 <sup>th</sup> September	Jill Bolton	14 <sup>th</sup> September	Door drop to village Email to SG Website Village Notice Board	Notice of special meeting to discuss submission of Linton PSA to LCCP	
66.	LNP DC Meeting held on 20 <sup>th</sup> September	Jill Bolton	20 <sup>th</sup> September	Meeting		

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67.	Minutes of LNP DC Meeting held on 20 <sup>th</sup> September	Roger Limbert	24 <sup>th</sup> September	Email DC Website	Full discussion regarding Linton site assessment Proposed Linton Preliminary Site Assessment agreed for SG approval. Agree to draw up brief for independent Highways assessment. Update on village survey Concern regard the LCC SAP timetable	PSA to be approved by SG
68.	<b>LNP SG Meeting held on 27<sup>th</sup> September</b>	<b>Jill Bolton</b>	<b>27th September</b>	<b>Meeting</b>	<b>See Minutes</b>	
69.	Minutes of LNP SG Meeting held on 27 <sup>th</sup> September	Roger Limbert	30 <sup>th</sup> September	Email to SG Website Village Notice Board	Financial report Appointment of Angela Martin to DC Report on changes to LNP preparation timetable Report on Outer NE Forum consultation meetings Approval of Linton Preliminary Site Assessment submission to LCCP Report from Fundraising Committee	Submit Linton PSA to LCC with caveats

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70.	Minutes of LNP DC Meeting held on 28 <sup>th</sup> September	Roger Limbert	30 <sup>th</sup> September	Email to DC Website	Agree LPSA submission with covering letter Traffic Impact Assessment (TIA) survey to be commissioned Landowners/developers meetings format Agree Woodhall Hotel to be included in the business consultation. Agree houses behind Woodhall should be included in the village survey. Agree a further meeting with LCCP required	Draft covering letter for LPSA and submit to LCCP Organise independent highways assessment Letter to be sent to landowners/developers re consultation meeting with DC. Consultation meeting with LCC to be arranged.
71.	Letter to Andrew Birkbeck regarding the Linton PSA	Jill Bolton	2 <sup>nd</sup> October	Handed to AB on 12 <sup>th</sup> October By Ken Morton and Irving Weaver Website	L PSA submission with covering letter with caveats regarding right to change ratings in future.	Report to SG
72.	Letter to all landowners/developers proposing consultation meetings in relation to 8 SHLAA sites and 1 further site	Jill Bolton	2 <sup>nd</sup> October	Letter	Set up consultation meetings with relevant landowners and developers	Arrange meetings
73.	Reminder notice to residents re return of village survey	DC	2 <sup>nd</sup> October	Door drop	Extend final submission date for village survey to 12 <sup>th</sup> October	
74.	CWLPC	Julian Holmes	2 <sup>nd</sup> October	Meeting	Report to CWLPC on LNP progress	
75.	Amendment to Minutes of LNP SG Meeting held on 27 <sup>th</sup> September	Roger Limbert	5 <sup>th</sup> October	Website amended	Amended incorrect statement in Minutes in LPSA supporting notes section as identified by Jeremy Lenighan.	Amend Minutes

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76.	Leeds City Council NP Seminar	Roger Limbert Irving Weaver	8 <sup>th</sup> October	Seminar	LCCP NP seminar for PCs and other communities and opportunity to discuss issues with other PCs. and other communities	Report SG
77.	Meeting with Andrew Birkbeck to deliver letter and discuss PSA	Irving Weaver Ken Morton	12 <sup>th</sup> October	Email DC	Discussion and presentation of LPSA submission explaining caveats re changing ratings in future.	Report SG
78.	LNP Fundraising Sub Committee Meeting	Andy Mee	17 <sup>th</sup> October	Meeting	Detailed arrangements for James Bond night and Xmas Fayre	
79.	Minutes of LNP Fundraising Meeting	Julie Frisby	19 <sup>th</sup> October	Email Fundraising Committee	James Bond and Xmas Fayre event organisation See Minutes	Report SG
80.	LNP DC Meeting held on 22 <sup>nd</sup> October	Jill Bolton	22 <sup>nd</sup> October	Meeting	LPSA and village survey results	

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81.	Minutes of LNP DC Meeting held on 22 <sup>nd</sup> October	Roger Limbert	24 <sup>th</sup> October	Email to DC Website	Confirm Linton PSA handed to LCCP with caveats Report on LCCC NP Seminar Update on village survey analysis Update on landowners/developers meeting arrangements Confirmation of quotations for TIA Agree own site assessment cannot take place until after landowners/developers meetings Agree consultation meetings with Wetherby and Collingham to be arranged. Key Tasks Schedule and Comms Log updated	Report to next SG Confirm go ahead for TIA. Wetherby and Collingham consultation meetings to be arranged.
82.	LNP DC Meeting held on 29 <sup>th</sup> October	Jill Bolton	29 <sup>th</sup> October	Meeting	Village survey presentation to SG Landowners/developers meetings	
83.	Notes of Meeting with Ian MacKay, LCCP on 29 <sup>th</sup> October	Jill Bolton	30 <sup>th</sup> October	Sent to Ian for approval Summarize at SG meeting	Review of LNP progress Update on Site Allocation process LPSA – right to amend	
84.	Consultation meeting with Landowners/Developers – Andy Bateson, Peter Salmon, Isabella Shahi, Gillian Hackney	DC	1 <sup>st</sup> November	Consultation Meeting	Understand site development proposals for non SHLAA site behind Memorial Hall See agreed Minutes	
85.	<b>LNP SG Meeting held on 1<sup>st</sup> November</b>	<b>Jill Bolton</b>	<b>1<sup>st</sup> November</b>	<b>Meeting</b>	<b>See Minutes</b>	

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86.	Consultation Meeting with Landowners/Developers – Graham Johnson, Bradley Stanker	DC	5 <sup>th</sup> November	Consultation Meeting	Consultation meeting with landownes/agent to understand site development proposals for SHLAA site on Trip Lane See agreed Minutes	
87.	Consultation Meeting with Landowners/Developers - Franco Buono	DC	5 <sup>th</sup> November	Consultation Meeting	Consultation meeting with landowner to fully understand site development proposals for SHLAA site at Linton Springs See agreed Minutes	
88.	Consultation Meeting with Landowners/Developers – Nick Dyson, Peter& Sheila Mirczuk, Roger Arnold.	DC	6 <sup>th</sup> November	Consultation Meeting	Consultation meeting with landowners/agent to fully understand site development proposals for additional SHLAA site at Trip Lane See agreed Minutes	
89.	Consultation Meeting with Landowners/Developers – King Family	DC	6 <sup>th</sup> November	Consultation Meeting	Consultation meeting with landowner/agent to nderstand site development proposals for SHLAA site at land off Linton Lane.	
90.	CWLPC Meeting	Julian Holmes	6 <sup>th</sup> November	Meeting	Report to CWLPC on LNP progress	
91.	LNP Fundraising Sub Committee Meeting	Andy Mee	7 <sup>th</sup> November	Meeting	Event management for James Bond night	



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92.	Consultation Meeting with Landowners/Developers – Wetherby Golf Club	DC	8 <sup>th</sup> November	Consultation Meeting	Consultation with management team to understand site development proposals for two SHLAA sites – Wetherby Golf Club site and Linton Lane site. See agreed Minutes	Report to DC and SG
93.	Consultation Meeting with Landowners/Developers – Jeremy Lenighan, Iain Bath	DC	9 <sup>th</sup> November	Consultation Meeting	Consultation meeting with landowner/developers/agent to fully understand site development proposals for SHLAA site on The Ridge See agreed Minutes	Report to DC and SG
94.	Consultation Meeting with Landowners/developers – Iain Bath, Michael Wildblood, Tim Mate	DC	9 <sup>th</sup> November	Consultation Meeting	Consultation meeting with developers/agent to fully understand site development proposals for SHLAA site on Northgate Lane	Report to DC and SG
95.	Minutes of the DC Meeting held on 29 <sup>th</sup> October	Mike Bates	10 <sup>th</sup> November	Email to DC Website	Report on the LCC overall PSA Village survey presentation to SG and format for meeting Agree all village survey information to be loaded on website. Confirm HY Consulting instructed to under a TIA Confirm Landowners/developers meetings Confirm meetings in place with Wetherby NP group	Report to SG

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96.	LNP Fundraising Event – James Bond Night	Andy Mee	10 <sup>th</sup> November	Event	Fundraising event to raise monies for the Linton NP - Over £3000 raised, and to enhance/generate a closer community spirit	
97.	Minutes of the LNP SG Meeting held on 1 <sup>st</sup> November	Mike Bates	12 <sup>th</sup> November	Email to SG Website Village notice board	Amendment to draft Minutes re LPSA incorrect text Linton PSA submission update Additional SHLAA Site added - 3348 Village survey results presentation Report on consultation meeting with LCCP Update on independent highways assessment for village Landowners/developers meetings format Report from Fundraising Committee	
98.	LNP DC Meeting	DC	20 <sup>th</sup> November	Meeting	See Minutes	
99.	Minutes of the LNP DC Meeting held on 20 <sup>th</sup> November	Roger Limbert	24 <sup>th</sup> November	Email to DC Website	Review of Highways assessment results Confirm that minutes of meetings with landowners/developers needs to be agreed All plans/drawings needs to be presented at SG meeting Key Tasks Schedule amended and updated SG 6 <sup>th</sup> December meeting arrangements See Minutes	Report to SG

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100.	CWLPC Meeting	Julian Holmes	4 <sup>th</sup> December	Meeting	Report to CWLPC on LNP progress	
101.	LCC Project Board Meeting held on 5 <sup>th</sup> December	Jill Bolton	5 <sup>th</sup> December	Meeting	Update on LCC site allocation progress Discussion on Outer NE parishes progress with NPs.	Report to SG
<b>102.</b>	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>6<sup>th</sup> December</b>	<b>Meeting</b>	<b>See Minutes</b>	
103.	LNP Xmas Fayre	Andy Mee	8th December	Village Social Event	Social and fundraising event for LNP	
104.	Consultation Meeting with Landowners/developers – John Duffy	DC	14 <sup>th</sup> December	Consultation Meeting	Consultation meeting with landowners to understand site development proposals for SHLAA site off Linton Lane	Report to SG
105.	Minutes of the LNP SG Meeting held on 6 <sup>th</sup> December	Mike Bates	18 <sup>th</sup> December	Email to SG Website Village Notice Board	Financial update Report on Independent Highways Assessment Presentation of Landowners Meeting Notes Review of Project Plan (now called Key Tasks Schedule) Approval of new timetable for LNP Discussion regarding concerns on foul drainage	Load landowners meeting notes on website Amend Key Tasks Schedule in line with LCC delayed Site Allocation
106.	LNP DC Meeting	DC	18 <sup>th</sup> December	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
107.	Minutes of DC Meeting held on 18 <sup>th</sup> December	Mike Bates	19 <sup>th</sup> December	Email to DC Website	<p>Review of landowners meetings</p> <p>Review plans for SHLAA 1300</p> <p>Agree plans cannot be loaded on website due to technical difficulties</p> <p>Agree that plans should be available at next SG meeting and also Mike Bates house.</p> <p>Information still outstanding from Yorkshire Water</p> <p>Agree that consultation meetings should be held with Linton businesses</p> <p>Noted Key Task Schedule amended due to delay with LCC Site assessment.</p> <p>Review of draft site assessment scoring pro-forma</p> <p>Clarification required required re SHLAA 1301 and reduction in size for SHLAA 1300.</p> <p>ROW information to be requested for Muddy Lane</p>	<p>Report to SG</p> <p>Load landowners meetings notes on website</p> <p>Site plans to be available at next SG meeting</p> <p>Contact Linton businesses re meetings.</p> <p>Agree site assessment scoring pro-forma</p> <p>Request ROW information for Muddy Lane from Jeremy Lenighan</p> <p>Request more information from Andy Bateson regarding access issue.</p> <p>Highways assessment and village survey results to be sent to Police, LCC and Parish Council.</p>
108.	Letter to Ian Mackay LCCP	Jill Bolton	19 <sup>th</sup> December	Mail to LCCP	Enclosing highways assessment report and village survey results	
109.	LNP Newsletter	Patrick Kirk	21 <sup>st</sup> December	Email to village Website	<p>Notice that SG January meeting cancelled</p> <p>Landowners Meeting notes available on website</p>	
110.	Letter to Linton businesses re LNP consultation	Roger Limbert	29 <sup>th</sup> December	Mail to businesses	Informing businesses about LNP and seeking information	

No	Action	Assignee	Date	Communication Method	Summary	Action
111.	Letter to Ian Mackay LCCP	Jill Bolton	30 <sup>th</sup> December	Mail to LCCP	Enclosing copy of Highways Assessment.	
112.	Linton Village Website updates - December 2012	Patrick Kirk	30 <sup>th</sup> December	Email to village Website	Alerting villagers to updates to the website	
<b>2013</b>						
113.	CWLPC Meeting	Julian Holmes	8 <sup>th</sup> January	Meeting	Report to CWLPC on LNP progress	
114.	Letter to Inspector Dwyer, Wetherby Police	Ken Morton	15 <sup>th</sup> January	Mail to Inspector Dwyer	Enclosing copy of Highways survey and comments of recent village Assessment.	
115.	LNP Newsletter	Patrick Kirk	16 <sup>th</sup> January	Email to village Website	Cancellation of SG meeting to be held on 7 <sup>th</sup> February due to changes in LCCP Site Allocation Plan (SAP) schedule.	
116.	LNP DC Meeting held on 16 <sup>th</sup> January	DC	16 <sup>th</sup> January	Meeting	See Minutes	
117.	Minutes of the LNP DC Meeting held on 16 <sup>th</sup> January	Mike Bates	16 <sup>th</sup> January	Email to DC Website	Noted that LCC SAP delayed. Decision to cancel February SG Meeting and postpone March meeting.	Email SG and notice on website re postponed SG meeting
118.	Linton Neighbourhood Plan - January updates	Patrick Kirk	19 <sup>th</sup> January	Email to village Website	Update on SG meeting schedule and meetings with landowners.	
119.	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> February	Meeting	Report to CWLPC on LNP	
120.	LNP DC Meeting held on 12 <sup>th</sup> February	DC	12 <sup>th</sup> February	Meeting	LCCP initial SAP proposals due to be available in early April. See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
121.	Minutes of LNP DC Meeting held on 12 <sup>th</sup> February	Roger Limbert	14 <sup>th</sup> February	Email to DC Website	Noted further delays with LCC SAP to April Decision to postpone March SG meeting until 17 <sup>th</sup> April to review LCCP initial SAP proposals. Report on response from Linton businesses Agree to keep accident log Agree storyboard for the draft LNP LNP newsletter to be sent giving updates	Send notice regarding SG meeting postponement and update of progress Chase businesses not yet responded Inform residents re accident log
122.	LNP DC Sub Committee Meeting held on 13 <sup>th</sup> February	DC	13 <sup>th</sup> February	Meeting	See Minutes	
123.	Minutes of the LNP DC Sub Committee held on 13 <sup>th</sup> February	Roger Limbert	15 <sup>th</sup> February	Email to DC Website	Agree discussion points for further consultation meetings with landowners/developers - Green Lane and Wetherby Golf Course.	Further information to be requested from landowners/developers
124.	LNP Newsletter and Notice of postponement of SG Meeting scheduled for 7 <sup>th</sup> March now to be held on 17 <sup>th</sup> April	Jill Bolton	20 <sup>th</sup> February	Website Email Door drop to Village	Change in dates for forthcoming SG Meetings and update on LNP	
125.	Consultation Meeting with Landowners/Developers – Andy Bateson (Green Lane)	DC	20 <sup>th</sup> February	Consultation Meeting	Review proposal and potential benefits and improvements to village	Report to SG
126.	Consultation Meeting with Landowners/Developers – Wetherby Golf Course	DC	22 <sup>nd</sup> February	Consultation Meeting	Review proposal and potential benefits and improvements to village	Report to sg
127.	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> March	Meeting	Report to CWLPC on LNP	
128.	Linton Neighbourhood Plan - Urgent Notice	Patrick Kirk	9 <sup>th</sup> March	Email to village Website	Notice of next SG meeting.	

No	Action	Assignee	Date	Communication Method	Summary	Action
129.	LNP DC Meeting held on 11 <sup>th</sup> March	DC	11 <sup>th</sup> March	Meeting		
130.	LCC Outer North East NP Project Board Meeting held on 11 <sup>th</sup> March	Jill Bolton	11 <sup>th</sup> March	Meeting	Update on current LCC SAP timetable – publish 8 <sup>th</sup> May. Community Infrastructure Levy presentation Exchange of information on NP with other PCs in Outer North East	
131.	Minutes of LNP DC Meeting held on 11 <sup>th</sup> March	Mike Bates	13 <sup>th</sup> March	Email to DC Website	Report on further delays for LCC SAP Report that LMH not in favour of proposal for Green Lane site. Request for consultation meeting with LMH Agree further chase for information regarding The Ridge Review Linton Improvements List and amends Proposed timetable for Linton site assessment and consultation with SG and Open Weekend	Present revised Linton Improvements List to SG Site Assessment timetable and consultation events to be approved by SG
132.	CWLPC Meeting	Julian Holmes	2 <sup>nd</sup> April	Meeting	Report to CWLPC on LNP	
133.	LNP DC Meeting held on 3 <sup>rd</sup> April	DC	3 <sup>rd</sup> April	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
134.	Minutes of LNP DC Meeting held on 3 <sup>rd</sup> April	Roger Limbert	3 <sup>rd</sup> April	Email to DC Website	Discussion on further landowners/developers outstanding and new information Linton Improvements list to be amended to identify priorities Request consultation meeting with Memorial Hall Trustee Report of business consultation Discussion regards concerns re schooling Discussion re drainage report from Yorkshire Water. Census figures were analysed	Contact LMH to request consultation meeting
135.	LNP DC Meeting held on 9 <sup>th</sup> April	DC	9 <sup>th</sup> April	Meeting	See Minutes	
136.	Minutes of DC Meeting held on 9 <sup>th</sup> April	Roger Limbert	9 <sup>th</sup> April	Email to DC Website	Review timetable for DC site assessment report Final draft of Village Improvements Prioities List (VIPL) agreed Discussion on census analysis Agenda for SG Meeting Agreed proposal for Open Weekend	Report to SG Email to SG re delays in LCC SAP progress
137.	Notice re SG Meeting on 17 <sup>th</sup> April	Jill Bolton	9 <sup>th</sup> April	Email	Notice of Meeting	
<b>138.</b>	<b>LNP SG Meeting held on 17<sup>th</sup> April</b>	<b>Jill Bolton</b>	<b>17<sup>th</sup> April</b>	<b>Meeting</b>	<b>See Minutes</b>	



No	Action	Assignee	Date	Communication Method	Summary	Action
139.	Minutes of LNP SG Meeting held on 17 <sup>th</sup> April	Mike Bates	19 <sup>th</sup> April	Website Email to SG	Overview of 2013 LNP activity Review of census figures Discussion regarding first draft Village Improvements Priorities List Agree sub-committee for Stammergate Lane/Main Street project Review LCC SAP timetable and proposed Linton site assessment consultation open event. Dates agreed. Review of Linton business consultation	Organise Focus Group for Stammergate Lane/Main Street pedestrian issues.
140.	LNP DC Meeting held on 23 <sup>rd</sup> April	DC	23 <sup>rd</sup> April	Meeting	Review SG Meeting Agree proposed change to ToR VIPL amends Agree Focus Group for Stammergate Lane/Main Street project Timetable for Linton site assessment consultation	
141.	Meeting with Wetherby Golf Club	Julian Holmes	23 <sup>rd</sup> April	Meeting	Discuss extending footpaths onto disused railway embankment	Report to SG
142.	Newsletter attaching Minutes of SG Meeting held on 17 <sup>th</sup> April and draft VIPL list for comments	Jill Bolton	25 <sup>th</sup> April	Email	Minutes of SG Meeting of 17 <sup>th</sup> April Comments requested on draft VIPL Notice of further SG meeting dates and Open Weekend	Collate comments on draft VIPL
143.	Social newsletter	Patrick Kirk	26 <sup>th</sup> April	Email to village Website	Event advert – afternoon tea party	

No	Action	Assignee	Date	Communication Method	Summary	Action
144.	Minutes of LNP DC Meeting held on 23 <sup>rd</sup> April	Mike Bates	30 <sup>th</sup> April	Email to DC Website	Agree quorum for DC Review of SG Meeting and matters arising Agree amends to VIPL Set up Focus Group for Stammergate Lane/Main Street project Additional meeting agreed with Wetherby Golf Club re footpaths	Quorum for DC to be approved by SG
145.	LNP DC Meeting held on 3 <sup>rd</sup> May	DC	3 <sup>rd</sup> May	Meeting	Meeting adjourned and continued on 10 <sup>th</sup> May See Minutes	
146.	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> May	Meeting	Report on LNP to CWLPC	
147.	LNP DC Meeting held on 10 <sup>th</sup> May (continued from 3 <sup>rd</sup> May)	DC	10 <sup>th</sup> May	Meeting resumed	Continuation of meeting held on 10 <sup>th</sup> May	
148.	Meeting with Ian Mackay LCCP held on 13 <sup>th</sup> May	DC	13 <sup>th</sup> May	Meeting	Consultation re progress on LNP Review LCC SAP – no houses proposed for Linton Consultation on Linton site assessment	

No	Action	Assignee	Date	Communication Method	Summary	Action
149.	Minutes of the DC Meetings held on 3 <sup>rd</sup> and 10 <sup>th</sup> May	Roger Limbert	14 <sup>th</sup> May	Email to DC Website	Discussion re LCC SAP initial ideas – no development allocated to Linton. Full assessment of all sites in Linton and detailed ranking Report on Wetherby Golf Club meeting re footpaths Report on Stammerge Lane/Main Street Focus Group Agreed format for SG meeting presentation re site assessment	Organise drawings for all sites to be on display at next SG meeting. Newsletter to be sent out outlining the site assessment form
150.	Notice of SG Meeting to be held on 16 <sup>th</sup> May	Jill Bolton	14 <sup>th</sup> May	Email	Reminder notice re SG Meeting on 16 <sup>th</sup> May Outline drawings for proposed sites to be available at meeting Linton site assessment to be discussed	
151.	LNP SG Meeting held on 16 <sup>th</sup> May	Jill Bolton	16 <sup>th</sup> May	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
152.	Minutes of SG Meeting held on 16 <sup>th</sup> May	Mike Bates	23 <sup>rd</sup> May	Website Email to SG	Discussion regarding VIPL and amendments proposed. And list approved. Review LCC SAP initial proposals and impact on Linton Linton site assessment by DC discussion Report on LCC SAP proposals for Collingham and Wetherby Timetable for consultation open weekend for site assessment agreed Report on financial position and possible Locality grant	VIPL to be amended Organise support and display documents for Open Weekend with comment forms.
153.	LNP DC Meeting held on 23 <sup>rd</sup> May	DC	23 <sup>rd</sup> May	Meeting	See Minutes	
154.	LCC Outer North East Project Board Meeting held on 29 <sup>th</sup> May	Jill Bolton	29 <sup>th</sup> May	Meeting	LCC Site Allocation Plan review and discussion Timetable for consultation	Report to DC and SG
155.	Minutes of LNP DC Meeting held on 23 <sup>rd</sup> May	Mike Bates	30 <sup>th</sup> May	Email DC website	Detailed review of SG meeting Agree further survey to assess if village wish to proceed with LNP and whether accept some development to deliver improvements Discuss newsletter and background information	Send out newsletter with full information regarding Open Weekend

No	Action	Assignee	Date	Communication Method	Summary	Action
156.	Minutes of LNP DC Meeting held on 29 <sup>th</sup> May	Mike Bates	31 <sup>st</sup> May	Email to DC Website	Final details for second village survey, newsletter and background information document and distribution agreed. Open Weekend details agreed Confirmed first section of LNP Draft to be available for viewing Agree support documents required for viewing at Open Weekend	DC to signed off final draft Village survey to be hand delivered to residents with reply envelope. Invitation to ward and parish councillors to attend open weekend Collate all necessary documents for viewing at Open weekend
157.	<b>Village Survey with newsletter with Background Document</b>	DC	3 <sup>rd</sup> June	<b>Door drop to village Website</b>	<b>Review LCC SAP initial ideas</b> <b>Linton potential housing development background</b> <b>Village questionnaire re LNP preparation and No of houses with benefits villagers would accept.</b>	
158.	CWLPC	Julian Holmes	4 <sup>th</sup> June	Meeting	Report on LNP to CWLPC	
159.	LNP DC Meeting held on 19 <sup>th</sup> June	DC	19 <sup>th</sup> June	Meeting	See Minutes	
160.	Linton Neighbourhood Plan - Reminders (June 2013)	Patrick Kirk	19 <sup>th</sup> June	Email to village Website	Reminder about Village Questionnaire and Open Weekend.	

No	Action	Assignee	Date	Communication Method	Summary	Action
161.	Minutes of LNP DC Meeting held on 19 <sup>th</sup> June	Mike Bates	19th June	Email to DC Website	Report on Outer North East NP Forum Confirm Linton Preliminary SA not passed to LCCP. Report re LCCP passed informal policy re PAS sites Review vilage survey responses to date Finalise Open Weekend details Agree landowners/developers should be invited to attend but no opportunity for any presentation	JB to contact all landowners/developers re Open Weekend invitation.
162.	<b>Open Consultation Weekend</b>	DC	<b>20<sup>th</sup>/21<sup>st</sup> June</b>	<b>Walk in consultation meetings</b>	<b>Full details of all Linton potential development sites available for viewing with comment forms for each site.</b> <b>First sections of draft NP available for viewing</b> <b>Other LNP documents also available for viewing</b>	
163.	LNP DC Meeting held on 25 <sup>th</sup> June	DC	25 <sup>th</sup> June	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
164.	Minutes of LNP DC Meeting held on 25 <sup>th</sup> June	Mike Bates	26 <sup>th</sup> June	Email DC Website	Review responses to village survey to date. Agree format for report to SG re Open Weekend comment forms Agree SG need to approve feedback to LCC on the LCC SAP Issues and Options. Application for funding to Locality submitted Need more information regarding Open Space Audit Agree SG Agenda and workshop format for 3 <sup>rd</sup> July	Draft proposed reply to LCC regarding LCC SAP Issues and options for approval by SG Analyse village survey responses Send out newsletter re SG meeting
165.	Newsletter re SG Meeting to be held on 3 <sup>rd</sup> July with outline agenda	Jill Bolton	26 <sup>th</sup> June	Email Website	Notice of next SG Meeting on 3 <sup>rd</sup> July with background information	
166.	Linton Neighbourhood Plan - Notice of Steering Group Meeting	Patrick Kirk	27 <sup>th</sup> June	Email to village Website	Notice of Steering Group Meeting	
167.	Linton Village Summer Fete - 6th July 2013	Patrick Kirk	27 <sup>th</sup> June	Email to village Website	Advert for event	
168.	LNP DC Meeting held on 1 <sup>st</sup> July	DC	1 <sup>st</sup> July	Meeting	See Minutes	
169.	Notice re LCC SAP 'drop in' session to be held on 16 <sup>th</sup> July	DC	1 <sup>st</sup> July	Email Website	Notice re consultation on LCC SAP initial ideas.	

No	Action	Assignee	Date	Communication Method	Summary	Action
170.	Minutes of LNP DC Meeting held on 1 <sup>st</sup> July	Roger Limbert	2 <sup>nd</sup> July	Email DC Website	Final results of Village Survey assessed Agree format for SG meeting to include workshops to review comment forms from Open Weekend for each site. Agree Victor Matthews can make short presentation re DC issues Agree draft response to LCC SAP for approval by SG	Presentation for SG to be finalised for village survey. Workshop documents to be organised.
171.	CWLPC Meeting	Julian Holmes	2 <sup>nd</sup> July	Meeting	Report to CWLPC on LNP	
<b>172.</b>	<b>LNP SG Meeting held on 3<sup>rd</sup> July</b>	<b>Jill Bolton</b>	<b>3<sup>rd</sup> July</b>	<b>Meeting</b>	<b>See Minutes</b>	
173.	LNP DC Meeting held on 4 <sup>th</sup> July	DC	4 <sup>th</sup> July	Meeting	See Minutes	



No	Action	Assignee	Date	Communication Method	Summary	Action
174.	Minutes of LNP SG Meeting held on 3 <sup>rd</sup> July	Mike Bates	4 <sup>th</sup> July	Email Website	Report on Open Weekend consultation Workshop to review comments forms from open weekend consultation event for each site Update on LCC SAP Issues and Options Review of Open Space Audit Agree LNP response to LCC SAP consultation with amendment Presentation by Victor Matthews Agree preparation of LNP Planning Policies	Comments from workshops and open weekend to be collated and approved by SG at next meeting
175.	Minutes of LNP DC Meeting held on 4 <sup>th</sup> July	Roger Limbert	4 <sup>th</sup> July	Email DC Website	Review SG workshops and further comments re proposed sites Agree final LNP response to LCC SAP consultation with amendment Agree investigate traffic impact on village from Spofforth Hill application Agree sub-committee to prepare LNP Planning Policies Report on Locality funding and support for LNP	Proceed with drafting Planning Policies and front section of LNP

No	Action	Assignee	Date	Communication Method	Summary	Action
176.	Letter to Ian Mackay LCC re LNP response to LCC SAP consultation	Jill Bolton	4 <sup>th</sup> July	Email to DC Website	Agreed response to the LCC SAP initial ideas. Request for The Ridge to be re-designated as Green Belt Support the Open Space allocation for Linton	
177.	LiNP - Notice of SG Meeting to be held on 19 <sup>th</sup> September	Patrick Kirk	8 <sup>th</sup> July	Email to village Website	Notice of Steering Group Meeting	
178.	CWLPC Meeting	Julian Holmes	6 <sup>th</sup> August	Meeting	Report on LNP to CWLPC	
179.	LNP DC Meeting held on 21 <sup>st</sup> August	DC	21 <sup>st</sup> August	Meeting	See Minutes	
180.	Minutes of the LNP DC Meeting held on 21 <sup>st</sup> August	DC	21 <sup>st</sup> August	Email DC Website	Review of LCC SAP consultation Agree consultation meeting with Linton Lane residents Agree consultation meeting with Planning Aid Further drafting of LNP Planning Policies Key Task Schedule amended and agreed	Proceed with drafting Planning Policies Arrange consultation meeting with Linton Lane residents and Planning Aid SG to approve new timetable for LNP
181.	CWLPC Meeting	Julian Holmes	3 <sup>rd</sup> September	Meeting	Report to CWLPC on LNP	
182.	LNP DC Meeting	DC	17 <sup>th</sup> Sept	Meeting	See Minutes	
183.	Meeting with Ian Mackay LCCP	Jill Bolton	18 <sup>th</sup> Sept	Meeting	Review current LCC Core Strategy timetable Review LNP response to LCC SAP initial ideas. Consult on the emerging draft Planning Policies	

No	Action	Assignee	Date	Communication Method	Summary	Action
184.	Minutes of LNP DC Meeting	Roger Limbert	18 <sup>th</sup> Sept	Website	<p>Review of meeting with Mike Dando and assess support available.  Review Mike Dando suggested amends to V.10 Planning Policies  Review Ian Mackay's comments on draft Planning Policies.  Review LVS comments  Agree Open Weekend comments should be loaded on website for any further comments from residents  Agree that SG should be consulted on letter to LCCP re concerns of impact of Spofforth Hill proposed development.  Review progress of draft LNP  Agree outline delivery committee proposal</p>	<p>Report to SG  SG to approve proposed Delivery Committee</p>
185.	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>19<sup>th</sup> Sept</b>	<b>Meeting</b>	<b>See Minutes</b>	

No	Action	Assignee	Date	Communication Method	Summary	Action
186.	Minutes of LNP SG Meeting	Roger Limbert	20 <sup>th</sup> Sept	Email Website	Report comments from SG workshops and open weekend will be loaded on website. Confirm Linton response to LCC SAP Report on consultation meeting with LCCP Review Collingham Site Allocation situation and potential impact on Linton Agree DC to write to LCCP re TIA report for impact of Spofforth Hill proposal development on Linton Report on Locality support package Agree proposed delivery committee to be discussed with LVS. Report on progress of draft LNP and agree DC to continue drafting LNP Review Key Task Schedule and amendments to timetable due to Core Strategy delays Report on current financial position Report on fundraising activities	Arrange consultation meeting with LVS Continue drafting LNP
187.	Consultation meeting with David Gill and Duncan Ellis re Linton Lane footpath project	Ken Morton	26 <sup>th</sup> Sept	Meeting	Review on site the possibility of a footpath along Kiln Hill/Linton Lane with two residents of Linton Lane.	
188.	CWLPC Meeting	Julian Holmes	1 <sup>st</sup> October	Meeting	Report to CWLPC on LNP	

No	Action	Assignee	Date	Communication Method	Summary	Action
189.	Meeting with LVS	Jill Bolton	2 <sup>nd</sup> October	Meeting	Consult with LVS regarding proposal that LVS should take on delivery of the LNP when in place. LVS to discuss and revert	
190.	LNP DC Meeting	DC	17 <sup>th</sup> October	Meeting	See Minutes	
191.	Minutes of the LNP DC Meeting	Irving Weaver	21 <sup>st</sup> October	Website	<p>Review of Planning Aid (PA) training session with Mike Dando</p> <p>Agree outline format for the draft LNP</p> <p>JH to check draft LNP in conformance with LCC Core Strategy</p> <p>Agree schematic drawings for Kiln Hill footpath to be commissioned</p> <p>Agree consultation meeting to be arranged with Linton Tennis Club and LMH regarding possible new village amenity area.</p> <p>Review Spofforth Hill traffic assessment</p> <p>Key Tasks schedule to be revised</p> <p>Agree SG meeting to be held in December to review draft Planning Policies, and Vision in breakout session.</p> <p>Agree refreshments to be served to encourage more residents to attend.</p>	<p>Newsletter to be sent re SG meeting together with draft vision guiding principles and draft planning policies. And breakout session</p>

No	Action	Assignee	Date	Communication Method	Summary	Action
192.	Meeting with LVS	Jill Bolton	25 <sup>th</sup> October	Meeting	LVS agree to take on LNP delivery in conjunction with LCC and Parish Council. Additional members to join LVS delivery committee to be requested at SG Meeting in December.	Report to SG Request additional LVS members to join committee
193.	Meeting Sephton Baxter, Chairman of Linton Memorial Hall Management Committee	Jill Bolton	26 <sup>th</sup> October	Meeting	Consult with LMH MC regarding proposed Community Open Space project.	Report to SG
194.	Newsletter re LNP SG Meeting to be held on 10 <sup>th</sup> December	Jill Bolton	28 <sup>th</sup> October	Doordrop Email	Notice of next SG Meeting and breakout session with glass of wine/refreshments to review draft Planning Policies V.3	
195.	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> November	Meeting	Report to CWLPC on LNP progress	
196.	LNP DC Meeting	DC	3 <sup>rd</sup> December	Meeting	See Minutes	
197.	CWLPC Meeting	Julian Holmes	3 <sup>rd</sup> December	Meeting	Report on LNP to CWLPC	
198.	Reminder Notice of LNP SG Meeting on 10 <sup>th</sup> December	Patrick Kirk	4 <sup>th</sup> December	Email	Reminder of SG Meeting on 10 <sup>th</sup> December and importance of viewing draft Planning Policies.	

No	Action	Assignee	Date	Communication Method	Summary	Action
199.	Minutes of LNP DC meeting held on 3 <sup>rd</sup> December	Irving Weaver	7 <sup>th</sup> December	Website	<p>Discuss implications of LCC Core Strategy delay</p> <p>Review progress of draft Planning Policies and presentation to SG Meeting on 10<sup>th</sup> December</p> <p>Agree draft Vision.</p> <p>Agree consultation with PA after 10<sup>th</sup> December on draft Planning Policies</p> <p>Agree schematic drawings should be drawn up for the proposed Linton Lane footpath project</p> <p>Agree meeting with LMH Management Committee And Linton Tennis Club re proposed community open space project.</p> <p>Report that LVS have agreed in principle to take on responsibility of delivering the LNP when in place.</p> <p>Agree draft accounts should be prepared to end December 2013</p>	<p>Organise documents for SG meeting, including Draft Vision, draft Planning Policies and Guiding Principles.</p> <p>Draft policies only on display – justification and evidence available if requested.</p> <p>Send draft Policies to Mike Dando after SG meeting</p>
200.	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>10<sup>th</sup> December</b>	<b>Meeting and breakout session with refreshments</b>	<b>See Minutes</b>	

No	Action	Assignee	Date	Communication Method	Summary	Action
201.	Minutes of LNP SG Meeting held on 10 <sup>th</sup> December	Roger Limbert	11 <sup>th</sup> December	Website Email	<p>Report on delays with LCC Core Strategy and impact on LNP timetable</p> <p>Report TIA report for Linton for Spofforth Hill development now completed but not yet available. Review impact on village.</p> <p>Report on Linton Lane footpath meeting and schematic drawings had been commissioned</p> <p>Report on possible additional Community Open Space</p> <p>Note LVS agree to take on Delivery Committee – request for additional members</p> <p>Agree disbanding of LNP fundraising committee and future separation of accounts.</p> <p>Report from fundraising committee</p> <p>Breakout session with refreshments to review draft Planning Policies V.0.13 and Vision/Objectives, Guiding Principles and Projects and Aspirations on display with comment forms .</p> <p>Report that above documents would be available on the website for further comment until 12<sup>th</sup> January 2014.</p>	Collate comments from and post meeting and amend documents as required.



No	Action	Assignee	Date	Communication Method	Summary	Action
202.	Newletter	DC	11 <sup>th</sup> December	Email Website	Report that Vision Statement draft and Planning Policies (V.3) available on website for review together with comment form.	
	<b>2014</b>					
203.	CWLPC Meeting	Julian Holmes	7 <sup>th</sup> January	Meeting	Report to CWLPC on LNP	
204.	Meeting with Ian Mackay LCCP	DC	13 <sup>th</sup> January	Meeting	Consultation with LCCP on Draft LNP (both sections) Full V.4) DC to assess comments and edit draft Planning Policies where appropriate (see notes of meeting) LCC to circulate LNP Full. V.4. to relevant departments	DC to make amendments as necessary to LNP V.4.
205.	Meeting with Mike Dando, PA	DC	16 <sup>th</sup> January	Meeting	Consultation with PA on LNP draft (both sections) V.4. Review of Core Strategy progress DC to assess comments and edit draft Planning Policies where appropriate (see notes of meeting)	DC to edit Draft V.4. as indicated by Mike Dando.
205	Newsletter to give progress report on preparation of draft LNP and delays in LCC Core Strategy timetable	Patrick Kirk	21 <sup>st</sup> January	Email Website	Inform residents of progress of draft LNP, update on Spofforth Hill traffic assessments, and prioritisation of Projects/Aspirations	
206	CWLPC Meeting	Julian Holmes	4 <sup>th</sup> February	Meeting	Report on LNP progress	

No	Action	Assignee	Date	Communication Method	Summary	Action
207	LNP DC Meeting	DC	12 <sup>th</sup> February	Meeting	See Minutes	
208	Minutes of DC Meeting held on 12 <sup>th</sup> February	Irving Weaver	21 <sup>st</sup> February	Website	<p>Review of Core Strategy progress</p> <p>Review potential impact of recent planning applications in Wetherby and Collingham</p> <p>Review of consultation meetings with LCCP and Planning Aid</p> <p>Review 4 comments on V.3. Planning Policies and integrate into next draft where appropriate</p> <p>Review progress of preparation of Pre-submission Draft LNP – V.4</p> <p>Agree to consult with LCC Conservation Officer</p> <p>Agree documents for approval for next SG meeting and format.</p> <p>Review revised VIPL - now Projects Priority List</p> <p>Review schematic plan for Kiln Hill footpath project</p> <p>Review draft LNP accounts to be presented to SG for approval</p> <p>Agree date for next SG meeting</p>	<p>Arrange meeting with LCC Conservation Officer</p> <p>Continue editing Draft LNP</p>
209	CWLPC Meeting	Julian Holmes	4 <sup>th</sup> March	Meeting	Report on LNP	
210	LNP DC Meeting	DC	11 <sup>th</sup> March	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
211	Minutes of LNP DC Meeting held on 11 <sup>th</sup> March	Roger Limbert	14 <sup>th</sup> March	Website	<p>Review progress of draft LNP.V.5</p> <p>Agree text for Projects Priority List (PPL)</p> <p>Agree consultation meeting with LCCP and Planning Aid</p> <p>Agree consultation meeting required with CWLPC to discuss final draft</p> <p>Agree timetable for Pre-submission Draft Consultation – aim end April</p> <p>Review potential impact of planning applications on emerging LNP.</p> <p>Report LCC said appointment of Independent Examiner too early</p> <p>Agree transfer of monies to Linton Fundraisers must be approved by SG.</p> <p>Agree drawings for proposed Kiln Hill footpath and additional community open space to be on display at SG meeting.</p> <p>Agree current LNP website should only have links to village businesses.</p>	<p>Revise text for PPL V.6 to be sent to Parish Council after next amendments.</p> <p>Arrange drawings/maps for display at SG</p>

No	Action	Assignee	Date	Communication Method	Summary	Action
212	Consultation Meeting with Matt Bentley Conservation Officer LCC	DC	24 <sup>th</sup> March	Meeting	Review preparation of LNP and timetable CAAMP is only for material consideration and if relevant parts repeated in LNP it will have greater weight DC to review draft to incorporate points raised.	Report to SG
213	<b>LNP SG Meeting</b>	<b>Jill Bolton</b>	<b>25<sup>th</sup> March</b>	<b>Meeting</b>	<b>See Minutes</b>	

No	Action	Assignee	Date	Communication Method	Summary	Action
214	Minutes of LNP SG Meeting held on 25 <sup>th</sup> March	Roger Limbert	26 <sup>th</sup> March	Website	<p>Review of Core Strategy progress</p> <p>Review of consultation meetings with LCC Planning , Conservation Officer and Planning Aid</p> <p>Approval of revised Vision Statement</p> <p>Approval of Guiding Principles</p> <p>Approval of amended Projects Priorities List</p> <p>Discussion on two major projects – Kiln Hill Footpath and Additional Community Open Space (Drawings/Maps on display)</p> <p>Approval of LNP Accounts to end December 2013</p> <p>Approval of transfer of monies to Fundraising Committee</p> <p>Agree timetable for Pre-submission Draft LNP Consultation</p> <p>Approval for DC to continue final preparation of Pre-submission Draft LNP (V.6 currently) and organise consultation events.</p>	Transfer monies to Fundraising Committee – now to become Linton Village Fundraisers
215	Meeting with Ian Mackay and Mike Dando	DC Editing Cttee	1 <sup>st</sup> April	Meeting	Review draft LNP (V6) and amend as required. PA to propose new wording for PAS site policy.	DC to continue editing Draft LNP
216	CWLPC Meeting	Julian Holmes	1 <sup>st</sup> April	Meeting	Report on LNP progress	

No	Action	Assignee	Date	Communication Method	Summary	Action
217	Consultation Meeting with Linton Memorial Hall and Linton Tennis Club	Roger Limbert/Jill Bolton	8 <sup>th</sup> April	Meeting	Discuss additional open space proposal	
218	CWLPC Meeting	Julian Holmes	6 <sup>th</sup> May	Meeting	Report on LNP progress	
219	Meeting with Mike Dando, PA	Editing Ctee	7 <sup>th</sup> May	Meeting	Review comments from PA on LNP Draft V.8. for DC to amend as required	DC to continue editing Draft LNP
220	Meeting with Mike Dando PA	Editing Cttee	14 <sup>h</sup> May	Meeting	Review comments from PA on LNP Draft V.8.3 to amend as required. Discuss timetable and legal requirements for Pre-submission Consultation	DC to continue editing Draft LNP Draw up Communication Plan for Pre-submission Consultation
221	Consultation Meeting with Collingham with Linton Parish Council	Editing Cttee	16 <sup>th</sup> May	Meeting	Review Draft LNP Discussion on CIL and amendments put forward by CWLPC Agree timetable for Pre-submission Consultation Agree Communication Plan	Amend draft re CIL
222	Consultation Meeting with Ian Mackay, LCC	DC	19 <sup>th</sup> May	Meeting	Review Pre-submission Draft LNP – and amend as required – v.9.8 Review approval from CWLPC to proceed to reg 14 consultation	DC to continue editing Draft LNP
223	LNP DC Committee Meeting	DC	21 <sup>st</sup> May	Meeting	See minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
224	Minutes of LNP DC Meeting held on 21 <sup>st</sup> May	Irving Weaver	23 <sup>rd</sup> May	Website	Review current planning applications and potential impact on draft LNP Review consultation meetings with LCCP, PA and CWLPC Agree timetable for Pre-submission Consultation and Consultation Events. Agree two documents need to be produced – Main Draft and Summary Agree communications plan Review of V.9.8 and agree further amendments Review of list of statutory consultees Review of Locality Funding	
225	Notice of Pre-submission Draft Consultation	CWPLC	27 <sup>th</sup> May	Door drop Website Email Wetherby News	Information on Reg 14 statutory consultation period for Pre-submission Draft LNP and details of two open events during six weeks consultation.	
226	Pre-submission Draft Consultation Event Banner	Jill Bolton	3 <sup>rd</sup> June	Banner at LMH	Notice of two Open Events on 14 <sup>th</sup> June and 26 <sup>th</sup> June and close date for comments – 27 <sup>th</sup> July	
227	CWLPC Meeting	Julian Holmes	3 <sup>rd</sup> June	Meeting	Report on LNP Pre-submission Draft progress	

No	Action	Assignee	Date	Communication Method	Summary	Action
228	Pre-submission Draft LNP: Main Document, together with covering letter	CWPLC	9 <sup>h</sup> June	Post Email	Pre-submission Draft LNP Main Document sent to specific statutory consultees Inform remaining statutory consultees regarding Pre-submission Draft consultation and Main Document is available on website for comment	
229	Pre-submission Draft LNP: Consultation Pack for Residents containing: Summary Draft LNP; letter from CWLPC; comment form; reply envelope	CWLPC	10 <sup>th</sup> June	Door Drop	Full information regarding Pre-submission Draft consultation together with Summary Document for comments. Main document available on website together with all maps and drawings.	
230	Reminder Notice	Jill Bolton	13 <sup>th</sup> June	Email	Reminder regarding first Pre-submission Draft Open Event on 14 <sup>th</sup> June. Full documents – Main and Summary available for viewing website.	
231	<b>Pre-submission Draft Consultation Event</b>	<b>CWLPC/DC</b>	<b>14<sup>th</sup> June</b>	<b>Open Day at Linton Memorial Hall</b>	<b>Walk In Open Event with all maps and drawings highlighting Policies and Projects available for viewing together with comment forms. All support documents such as CAAMP, VDS, Highways assessment etc also available for viewing. Also spare Main and Summary Documents available</b>	<b>Comment forms to be collated and analysed</b>



No	Action	Assignee	Date	Communication Method	Summary	Action
232	Reminder Notice	DC	24 <sup>th</sup> June	Email Website	Reminder regarding second Pre-submission Draft Open Event on 26 <sup>th</sup> June and close date for comments 27 <sup>th</sup> July	
233	<b>Pre-submission Draft Consultation Event</b>	<b>CWLPC/DC</b>	<b>26<sup>th</sup> June</b>	<b>Open Evening at Linton Memorial Hall</b>	<b>Walk In Open Event at LMH with maps and drawings together with Policies and Projects available for viewing together with comment forms. As above.</b>	
234	CWLPC Meeting	Julian Holmes	1 <sup>st</sup> July	Meeting	Report on LNP Pre-submission Draft LNP consultation progress	
235	LNP DC Meeting	DC	10 <sup>th</sup> July	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
236	Minutes of LNP DC Meeting held on 10 <sup>th</sup> July	Mike Bates	15 <sup>th</sup> July	Website	<p>Review of Core Strategy progress and housing needs</p> <p>Review of current planning applications and possible impact on Draft LNP</p> <p>Review of Consultation Open events and comments received to date.</p> <p>Agree a further reminder for comments required.</p> <p>Agree review of circular footpath proposal required.</p> <p>Agree Assets of Community Value could not be registered until after the Consultation period.</p> <p>Agreed that CWLPC should be approached to maintain the proposed new community open space.</p> <p>Agree that sufficient funding available from Locality to cover the full LNP process.</p> <p>Key Task Schedule needs to be updated</p>	<p>Send another reminder notice re comments</p> <p>JB to contact Mr and Mrs Tindall to arrange consultation meeting</p> <p>JH to ask CWLPC to agree to maintain proposed new amenity open space</p>
237	Newsletter	DC	18 <sup>th</sup> July	Door drop Email Website	Reminder regarding closing date of 27 <sup>th</sup> July for comments on Pre-submission Draft LNP sent to statutory consultees and residents.	

No	Action	Assignee	Date	Communication Method	Summary	Action
238	Notice of extension of closing date for comments	CWLPC	30 <sup>th</sup> July	Email Website	Notice sent to statutory consultees and residents. Due to holiday season, extend consultation period for all parties until Sunday 17 <sup>th</sup> August. Overview of next stage in LNP preparation.	
239	CWLPC Meeting	Julian Holmes	5 <sup>th</sup> August	Meeting	Report on Pre-submission Draft Consultation progress	
240	Consultation Meeting with WGC		6 <sup>th</sup> August	Meeting	Joint discussion with WGC and LVS regarding issues facing WGC and better communication with village.	
241	LNP DC Meeting	DC	26 <sup>th</sup> August	Meeting	See Minutes	
242	CWLPC Meeting	Julian Holmes	2 <sup>nd</sup> September	Meeting	Report on Pre-submission Draft LNP progress	

No	Action	Assignee	Date	Communication Method	Summary	Action
243	Minutes of LNP DC Meeting of 26 <sup>th</sup> August	Mike Bates	2nd September	Website	<p>Review of Core Strategy progress</p> <p>Review of recent planning applications and impact on Draft LNP.</p> <p>Review of responses to Pre-submission Draft LNP and agree format for summary presentation.</p> <p>Agree format for consultation meetings with PA and LCCP team on 3<sup>rd</sup> September</p> <p>Agree Consultation Log needs updating</p> <p>Continue with Consultation Statement drafting.</p> <p>Review funding and Locality support</p> <p>Consider issues regarding village website management</p>	<p>Capture all responses and comments on main schedule</p> <p>Consult with LCC and PA on LCC response and assess amendments and further consultation required</p> <p>Send out notice for next SG meeting and update on LNP preparation</p> <p>Request assistance with website</p>
244	Consultation Meeting with Mike Dando PA	DC	3 <sup>rd</sup> September	Meeting	See Minutes	
245	Consultation Meeting with LCC and Mike Dando PA	DC	3 <sup>rd</sup> September	Meeting	See Minutes	
246	Minutes of consultation meeting with Mike Dando PA	Irving Weaver	5 <sup>th</sup> September	Email DC	<p>Detailed review of LCC response to LNP</p> <p>Presubmission Draft Plan prior to meeting on same day with LCC.</p> <p>See Minutes</p>	Review with LCC at meeting on same day
247	Minutes of consultation meeting with LCC and Mike Dando PA	Roger Limbert	4th September	Email DC Email LCC	<p>Review of current progress of LCC Core Strategy and SAP timetable</p> <p>Detailed review of LCC response to LNP PSD.</p> <p>See Minutes</p>	DC to collate and document all information. Assess amendments required to draft LNP. Input information on response/comments schedule. Report to SG

No	Action	Assignee	Date	Communication Method	Summary	Action
248	LNP Newsletter	Jill Bolton	12 <sup>th</sup> September	Door drop Email Website	Notice of SG Meeting to be held on 15 <sup>th</sup> October Update on Pre-submission Draft Consultation Outline next stage of LNP preparation Help with village website.	
249	LNP DC Meeting	DC	18 <sup>th</sup> September	Meeting	See Minutes	
250	Minutes of LNP DC Meeting held on 18 <sup>th</sup> September	Roger Limbert	??	Website	Agree all comments should be posted on website Agree further consultation is required for circular footpath proposal and the proposed community open space. Maps and drawings need to be reviewed and upgraded/amended where necessary Agree revised Key Task Schedule – V.18 Agree summary of comments need to be presented to SG for approval on 15 <sup>th</sup> October. Noted that JB and IW resign from LVS to ensure impartiality.	Prepare presentation for next SG Meeting Organise newsletter re SG meeting on 15 <sup>th</sup> October JB and IW resign from LVS.
251	LNP DC Meeting	DC	30 <sup>th</sup> September	Meeting	See Minutes	

No	Action	Assignee	Date	Communication Method	Summary	Action
252	Minutes of LNP DC Meeting held on 30 <sup>th</sup> September	Mike Bates	3 <sup>rd</sup> October	Website	<p>Agree format for summary presentation of comments to SG on 15<sup>th</sup> October</p> <p>Agree that LCC detailed comments need to be added.</p> <p>Agree change to the definition of 'Assets of Community Value' which needs to be ratified by SG.</p> <p>Agree Consultation Log should be updated and loaded on website by 8<sup>th</sup> October</p> <p>Agree DC to meet and review proposed additional footpath from Trip Lane to Northgae Lane</p> <p>Note need to reapply for Planning Aid support</p>	
253	LNP SG Meeting	Jill Bolton	15 <sup>th</sup> October	Meeting	See Minutes	
254	Minutes of LNP SG Meeting held on 15 <sup>th</sup> October	Roger Limbert		Website Email	<p>Review of Pre-submission Draft LNP Consultation Summary presentation of responses to Pre-submission Draft LNP Report of consultation meetings with LCCP and PA</p> <p>Report of further consultation required</p> <p>Discussion re proposed timetable for Final Draft LNP</p> <p>Review of financial position</p>	<p>Approval by SG to make relevant amendments and proceed to Final Draft LNP.</p> <p>Further consultation meetings to be arranged with Planning Aid to review proposed amendments and also with</p>

No	Action	Assignee	Date	Communication Method	Summary	Action
255	Consultaton Meeting with Mike Dando, Planning Aid	DC Sub committee	9 <sup>th</sup> December	Meeting	Review first draft Final Draft LNP incorporating all agreed amendments from LCC and other respondees to the Pre-submission Draft LNP. Agree timetable for Health Check and submission to LCC	Further revisions to be carried out . Revise timetable for submission to LCC
256	Consultation Meeting with Ian Mackay, LCC And Mike Dando of Planning Aid	DC Sub committee	19 <sup>th</sup> December	Meeting	Review revised Final Draft LNP. Discuss submission to LCC for Reg 16. Agree outline timetable	Finalise Consultation Statement Prepare Basic Conditions Statement and Sustainability sa Appraisal. Health Check to be arranged for second half January 2015 LCC to send formal confirmation regarding EU obligations
<b>2015</b>						
	Collingham with Linton Parish Council Meeting	PC	6 <sup>th</sup> January	Meeting	Report on progress of LNP. Health Check docs circulated.	Comment regarding revised schools text to be checked.
258	Submission of brief for Independent Examiner to LCC	Julian Holmes	8 <sup>th</sup> January	Email	Outline brief for the appointment of Independent Examiner	LCC to agree and then submit to NPiers
259	LNP DC Meeting	DC	12 <sup>th</sup> January	Meeting	See Minutes	
260	Minutes of the LNP DC Meeting held on 12 <sup>th</sup> January	Roger Limbert	18 <sup>th</sup> January	Website	Final amendments to Draft Final Plan agreed for submission to Planning Aid for Health Check. Consultation Statement and Basic Conditions Statements also signed off. SG Meeting agreed for 24 <sup>th</sup> February, Locality funding now exhausted. Mike Dando support available until end March. Consultation meeting with the Tyndalls to be arranged	Newsletter to SG re next meeting date of 24 <sup>th</sup> February sent out. Final Plan with all docs sent for Health Check. Draft accounts to be drawn up for LNP for year to 2014 Consultation meeting with Mr and Mrs Tyndall to be arranged Re proposed footpaths.

No	Action	Assignee	Date	Communication Method	Summary	Action
261	LNP Newsletter	Jill Bolton	20 <sup>th</sup> January	Door drop Website Email	Notice of SG Meeting to be held on 24 <sup>th</sup> February with Agenda, proposed LNP timetable and schedule of proposed amendments to Policies.	
262	LNP Meeting with Mike Dando and DC Meeting	DC	19 <sup>th</sup> February	Meeting	Review of Health Check report and proposed amendments to Final Draft LNP.. Review proposed timetable. Discussion on outstanding LCC EU screening opinion. Summary of Planning Aid support going forward. Discuss format for SG meeting, Review of Open Space Project.	Proposed amendments to Final Draft LNP agreed. Meeting with LCC to be arranged to discuss Draft Plan and particularly Policy A3. Also discuss timetable, outstanding EU screening opinion and brief for examiner.
263	LNP SG Meeting	SG	24 <sup>th</sup> February	Meeting	Review of LNP progress and Health Check report. Martin Murray letter discussed and Jeremy Lenighan's issues regarding the emerging Draft LNP. SG gave DC approval to respond to MM letter as required. Review Planning Policy schedule circulated and proposed amendments to Policies. Approval by SG for DC to proceed with final amendments to Draft Plan and submit to LCC. PC to approve Draft Plan for submission on 2 <sup>nd</sup> March. Discuss proposed timetable.	DC to proceed with final amendments to Final Draft Plan and all supporting documents. Documents to be loaded onto the website when finalised. Meeting with LCC in place to discuss final submission and timetable. Response to Martin Murray to be drafted. Approval from PC for submission awaited.



No	Action	Assignee	Date	Communication Method	Summary	Action
264	Consultation Meeting with Ian Mackay LCC	DC sub committee	27 <sup>th</sup> February	Meeting	Review of Health Check report. Discussion on Policy A3. Review proposed timetable. Review progress of EU Screening Opinion still outstanding, and appointment of independent examiner.	Further Justification and evidence to be added to support Policy A3. Timetable agree. LCC EU screening opinion promised for week commencing 2 <sup>nd</sup> March Brief to be sent off to NPIers w/c 2 <sup>nd</sup> March.
265	LNP DC Meeting	Jill Bolton	10 <sup>th</sup> March	Meeting	Finalise Draft LNP documents. Review SG Meeting. Review timetable. Review outstanding EU screening opinion and submission of brief for examiner.	JB to chase LCC for outstanding EU screening opinion s now holding up submission PC to agree covering letter for submission of documents. Investigate outstanding examiner appointment. Response to Martin Murray's letter to be drafted.

#### Notes

Linton Neighbourhood Plan Steering Group – LNP SG – all residents, landowners of Linton (or their representatives) and local business representatives are able to attend these meetings.  
Linton Neighbourhood Plan Drafting Committee – LNP DC – comprises 8 elected volunteer residents who research, consult and prepare proposals for SG approval  
Doordrop – communication delivered to all residents in Linton  
Email – communication sent by email to known email addresses at the time of sending.