



**Minutes of the meeting of the Neighbourhood Plan Steering Group  
held at 7.30pm in the Council Meeting Room  
on Tuesday, 12<sup>th</sup> June 2018**

**Present:** Pam Jones, Paresh Patel, Phil Laughton, Mick Wiseman,  
Susan Graham, Neill Ransom, Mike Duxbury, Liz Ellis and Kate Hill  
Jhanvi Shukla representing RCC was also in attendance

**Apologies:** Mike Jones, John Weston and Ben King

**1. Declaration of interest and request for dispensation**

None registered.

**2. Minutes of meeting held on 10<sup>th</sup> April 2018**

Agreed as proper record of meeting.

Proposed by NR and seconded by PF

**3. Matters arising from those Minutes**

PL reported that with regards to a request for a new traffic survey, LCC Highways have responded that an overall analysis needs to be carried out to show how all the new proposed developments will affect the area, rather than carrying out a new traffic survey based on the current road usage. They have advised that Hallam's own traffic assessment is insufficient and have referred it back to them.

PJ had a very successful meeting with Joy Hardy regarding the survey for schoolchildren to complete. Joy says that by the whole school completing the survey it will meet part of their curriculum. She will adapt the version Pam devised and the results will be available by the end of term. NR advised there are 210 students attending the school.

On 21<sup>st</sup> May PJ, MJ, NR and LE completed the History and Heritage grid together with the Guidelines. JS said she and JP were very impressed with it.

The monthly meeting due to take place on 8<sup>th</sup> May was cancelled.

**4. LCC Neighbourhood Plan Networking Event on 22<sup>nd</sup> May – feedback**

PJ, MJ and LE attended. The presentation can be viewed on the website. JS will forward the link to PJ for circulation to the group. LE passed around details of Frome's proposals for low carbon neighbourhood planning. JS advised that it is up to us to decide whether we want to include low carbon options into our plan but on the basis that development in Queniborough should only be infill housing it may not be applicable; however, we may decide that, for example, any new buildings should have solar panels and/or charging points for electric vehicles. It may be beneficial for us to consider such options thereby future-proofing our plan.

## **5. Working Groups**

As previously reported, the History and Heritage grid has now been completed together with the agreed Guidelines for the Team Leaders to follow. Housing, Traffic and Transport and Open Spaces and the Environment are now to be completed. LE suggested that grids be filled in by the end of August in readiness for the meeting in September (with full evidence to be completed later). PL will check and advise the group if there are any financial deadlines to be met which may impact on our timings and will also confirm that the grant monies have been received.

PJ advised that MJ had composed an email to those people registered as interested parties asking if they are able to offer any assistance with completing the grids and finding evidence, to contact PJ; 2 people have responded thus far. PJ will forward the email to MW for uploading onto the Queniborough online site.

MD agreed to join the Traffic and Transport group.

JS stressed that completing the grids and providing the evidence is very important as it will form the basis of the plan, so it should be done properly and not be rushed.

**AP – PL, PJ, MW**

## **6. Where to find evidence**

1. The Parish Council
  2. Our own Dropbox (which includes information from CBC)
  3. The Community/Stakeholder consultation documents
- The above are all sources of evidence.

PL has information regarding the Old School and the swimming pool and he can also forward a link giving information on the council's listed buildings and tree preservation orders. JS confirmed that for the purposes of completing the Traffic and Transport grid we can use data gathered from previous speed surveys, although PL pointed out that accuracy with regard to vehicle numbers can be a problem as the monitoring equipment only counts the first vehicle if a number of vehicles are close together. Queniborough shares the monitoring equipment with other villages in the area and PL advised that we can have it again between September and November if we wish to carry out more survey work. JS advised that RCC use census data from 2011, as this is the most up to date information available. BK has agreed to lead the History and Heritage group to look at evidence.

It was agreed that the meeting in July should be cancelled to give the group time to complete the grids. The PC office can be used for this purpose; PL and PJ have keys.

## **7. Agenda items for next meeting on 14<sup>th</sup> August 2018**

Standard items plus report back on completion of School Questionnaire and the grids.