

Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 30th May 2017

Present: Mike Bunn; Mike Duxbury; Liz Ellis; Dinah Hurwood; Dick Hurwood; Pam Jones; Mike Jones; Kate Hill; Carol Shaw and John Weston
John Preston and Jhanvi Shukla representing RCC were also in attendance for the initial part of the meeting

Apologies: Ben King; Phil Laughton; Paresh Patel

1. RCC Inception meeting

Pam welcomed John and Janvi from RCC to the meeting. John asked what the group wanted from RCC. Pam asked them to provide two quotes: one to include their planning consultation costs and one without. John will provide these by the end of the week. Mike Duxbury pointed out that we as a group are capable of doing any legwork required but we do not have the experience to know what is needed. John advised that they work with groups to put on drop-in events for both residents and stakeholders and suggested either afternoons into early evenings or Saturdays are preferable times. John advised we should hold the community event before the stakeholder event. RCC will know who the statutory stakeholders are and will ask Charnwood BC to inform any developers who may be looking to build in the area of the event taking place. Pam will send John a copy of the comments received from the original drop-in sessions. RCC will provide the information boards and include any information we can provide, including photographs of the area, such as listed buildings and play areas. It was agreed that any photos should be sent to Mike Jones, who will then forward them to RCC. They then produce a report from the information collated from the post-it notes completed by the attendees. All stakeholders would formally be invited to attend the event, thereby giving them the opportunity to discuss any issues they may have. We can then determine what the key issues are and what the overall vision should be. Following the drop-in events the policies can be drafted. It is up to the group to decide how many policies there should be. Community aspirations can also be included and can act as evidence to show that full consultation has taken place. Failure to consult with all stakeholders will weaken our application. John also pointed out that some stakeholders will have more to say once the draft plan is produced and some new issues may arise at that stage. The pre-submission draft is a chance for stakeholders to have their say. If there are any objections at that stage then we will have to justify our decision to change the policies or not. It was agreed that issues raised at the community drop-in event should be shared at the stakeholder event. A short form will be sent to those stakeholders who cannot attend so they have the opportunity to give their comments. RCC will give a presentation at the beginning of the stakeholder event and attendees can then be split into working groups. RCC will send us an event plan. John confirmed that the formal application for funding has to come from the Parish Council but RCC can complete any gaps in the form. The cost of the two events will be in the region of £1,200. After discussion it was decided that, due to time constraints and the holiday period, both drop-in events should be held in September. This will also give us time to apply for funding, which cannot be done retrospectively. John and Janvi then left the meeting.

2. Declaration of interest and request for dispensation

None

3. Minutes of the meeting held on 2nd May 2017

The minutes were agreed as a correct record and approved by those present.

4. Matters arising

Pam advised the total cost of the Thurstaston and Cropston NP was £22,394.32. £7,307.67 was the net cost to RCC, including consultation costs and £15,086.65 was paid to Your Locale for planning/policy writing costs. All funding was obtained from Your Locality, Groundwork and the Big National Lottery Funding. There is precept money received by the Parish Council. Pam will ask if the PC would be willing to contribute to funding the NP and will also ask RCC how we get the money once funding has been approved.

Pam advised that Phil has put all the documents, such as the Code of Conduct and Complaints Procedure, onto the Parish Council website and thanked him in his absence for doing this.

Pam and Mike Bunn attended the school on 16th May to ask the children to design a logo for us to use. The children were very enthusiastic about the project. Mike Jones will organise a meeting for the judges prior to the next NP meeting. Three contenders will be chosen from each section with the overall winner being decided by the whole steering group on 27th June.

5. Update from Leicestershire County Council NP Networking Event on 9th May

Mike Jones summarised as follows: 6 people attended the event - Pam, Phil, Liz, Dinah, Dick and himself. They split up and sat at different tables to facilitate better networking opportunities. It was generally felt that our group was well organised. Mike has a list of contacts and will keep in touch in those people in order to mutually support each other and exchange information. Information garnered from Foxton, who have just completed their NP, was that any information we have should be tamper-proof and we must forget our own agendas as NPs must be resident led. We cannot stop development but we can say what development we want. Both the Millstone Lane and Barkby Road developments will count towards our quota. HEDNA (Housing and Economic Development Needs Assessment) states that up to 96,580 homes will be needed in Leicestershire by 2031. Charnwood and Harborough will have a challenging number of homes to provide. Charnwood BC will take us through HEDNA in more detail at a later date. It is important to avoid conflict with neighbouring councils. The next NP networking event will be on 28th November. Mike will draft article for the Gazette giving a general update on our progress to date and requested that Communications should be on the agenda for every meeting.

6. Stakeholders spreadsheet

Phil had printed off a map of the boundary showing each field. A discussion followed and names of known stakeholders were added to RCC's spreadsheet. Mike Duxbury produced a list of business stakeholders printed from various directories which he will forward to Pam.

7. Date of Next Meeting

Tuesday, 27th June at 7.30pm