

**Minutes of the meeting of the Neighbourhood Plan Steering Group  
held at 7.30pm in the Council Meeting Room on Tuesday, 4<sup>th</sup> April 2017**

**Present:** Mike Bunn  
Mike Duxbury  
Liz Ellis  
Dinah Hurwood  
Dick Hurwood  
Kate Hill  
Pam Jones  
Mike Jones  
Ben King  
Phil Laughton

**Apologies:** Paresh Patel  
John Weston

**1. Introduction and Welcome**

Pam Jones welcomed everyone present and introductions were made.

**2. Outline of where we are**

Pam Jones gave a brief outline of what has happened to date: 2 drop-in sessions held; the Parish Council has sent our application for a Neighbourhood Plan to Charnwood, who have acknowledged the boundary of the village as the designated area (information can be found on the Charnwood website).

**3. Queniborough Neighbourhood Plan (NP)**

**- Outline of NP**

**- Fits into CBC Local Plan**

Our NP has to fit in with Charnwood's Local Plan and there are stages that must be followed and various consultation processes must take place. The Charnwood Local Plan is valid until 2028 so our NP will be in line with that timescale and may be extended as the NP is an ongoing process. A NP impacts on everyone in the community so everyone must be included in the process including schools, police, transport services, businesses etc. Sections of the NP will have to be written by planners to ensure it fits in with the Local Plan. Within the Local Plan Queniborough is designated as an "other settlement" which means we are only required to have small infill development.

#### **4. Process of Preparing a NP e.g. Thurcaston and Cropston NP**

- **Getting Established**
- **Preparing the NP**
- **Bringing the Plan into Force**
- **Communication Strategy**

Pam Jones, Phil Laughton and Kate Hill met with the Clerk of Thurcaston and Cropston Parish Council as their plan is the first in the Charnwood borough to be adopted. Consultation with the whole community is the first stage as it is important to get an overview from all stakeholders. Some stakeholders are statutory consultees: English Heritage, other Councils in the adjoining area, water authority. Everyone must have an opportunity to have their say. T & C employed 2 consultants and both applied for the funding which paid them. Working parties were then set up who reported back to the Steering Group on issues such as traffic surveys. T & C took just over eighteen months to get their NP approved. The local community can decide what is important to them and what they want to protect e.g. the dovecote. It is a good idea to walk around the parish and log assets that should be protected. The Parish Council has some historical information which we can use as a basis upon which to build. Our communication strategy should be:

- a) identify stakeholders
- b) identify the object of speaking to those stakeholders
- c) identify how we get to those people
- d) what is relevant to that audience?

We need to plan ahead and put everything down in writing to build up a repository to use as evidence. It was agreed that Mike Jones would produce a strategy and report back to the meeting on either 18<sup>th</sup> April or 2<sup>nd</sup> May depending on time availability. Various methods of communication were suggested: an email address for the Steering Group and email newsletters. There is a NP page on the Parish Council's website.

#### **5. Sources of Help, Advice and Funding**

Phil Laughton presented information on advice and finance and the handout will be sent to everyone. The website "My Community", which is part of the Localism Act of 2011, is the Government's portal and applications for funding are made through this site. There is a flat rate of £9,000 for funding, with a further £6,000 if a Plan has complications (such as a housing needs analysis) and a lottery grant of £10,000, so there is potential funding of £25,000. The NP takes place within the funds available and Parish Council applies for funding and keeps the money for our use. "Locality" is a sister site which includes the NP Roadmap Guide. The County Council runs a NP website and holds 2-3 meetings per year for NP Steering Groups (next meeting 9<sup>th</sup> May; if anyone wishes to attend let Phil Laughton know). Charnwood have an obligation to support us and provide information requested. They will also produce Ordnance Survey maps for us and check our policies to make sure they fit in with the Local Plan. It is Charnwood's responsibility to submit the NP to the Planning Department prior to the referendum stage (it is not the responsibility of the Steering Groups to carry out the referendum). Anything to do with planning, such as traffic surveys is in the public domain and therefore accessible.

There are 3 firms of Consultants we can choose to assist us with our NP: RCC, Your Locale and Planit-X. Planit-X are helping Barrow-upon-Soar with their NP; RCC and Your Locale assisted T&C (RCC assisted with community engagement such as a village-wide consultation, flyers and information displayed in the village hall, whilst Your Locale wrote the actual NP). T&C used 3 main headings for their plan: Environment, Traffic and Housing. Provisional dates for Consultants to attend and outline their proposals are: Tuesday, 11<sup>th</sup> April: Your Locale and RCC and Tuesday, 18<sup>th</sup> April Planit-X.

## **6. Issues raised at the Drop-in Sessions**

A further consultation with all the various stakeholders will have to be organised with the help of whichever Consultancy firm we decide to employ; the ones we have already carried out are not sufficient as categories have to be embedded with the Local Plan but we can use what we have as a starting point. A prize can be offered as an inducement to get people involved in the process. Decide at the next meeting how we do this.

## **7. Terms of Reference of the Steering Group / Declaration of Interest Form**

It was agreed some changes to the draft wording should be made and instead of Terms of Reference it should be a Constitution.

Complaints can be taken to the Parish Council as they have overall control. Similar wording to the Parish Council Code of Conduct can be used and this can be considered in more detail at the next meeting.

Declaration of Interest forms to be completed by members of the Steering Group in time for the next meeting.

## **8. Election of Officers of the Steering Group**

**Chair:** Pam Jones

Nominated: Liz Ellis, Seconded: Dick Hurwood, agreed by all

**Vice Chair:** Liz Ellis

Nominated: Dick Hurwood, Seconded: Mike Jones, agreed by all

**Secretary:** Kate Hill

Nominated: Dick Hurwood, Seconded: Mike Duxbury, agreed by all

**Treasurer:** Mike Duxbury

Nominated: Mike Jones, Seconded: Liz Ellis, agreed by all

## **9. Next Steps**

Agree Constitution

Meet with Consultants – decide on 18<sup>th</sup> April who we use

Decide what working groups we need

Hand in Declaration of Interest forms

Agree Code of Conduct

## **10. Date of Next Meeting**

Tuesday, 11<sup>th</sup> April at 6.30pm in the Council Meeting Room