Queniborough Neighbourhood Plan Steering Group

Virtual Meeting Report from Thursday June 4th 2020

Since the last Queniborough Neighbourhood Plan Steering Group (QNPSG) meeting on Tuesday 10th March the country has been suffering from the Covid-19 pandemic and in response the Government has advised that individuals self isolate and undergo social distancing. The following report confirms what has occurred since the last meeting:-

1. Minutes of Meeting Held on Tuesday 10th March 2020

Please find attached a copy of the minutes.

Any matters arising from these minutes will be dealt with and responded to within this report.

2. Queniborough NP Steering Group Meetings

As a team, we are very much towards the end of the process of developing Queniborough's Pre-submission Neighbourhood Plan after which CBC will take over the process.

During the Covid-19 crisis we need to work in a different manner. Our constitution states:

*'Decisions made by the Steering Group should normally be by consensus at Steering Group Meetings'*. The key word here is 'normally'. The Covid-19 virus ensures that these are certainly not normal times.

In order to continue moving the Neighbourhood Plan the team agreed unanimously to:

* Cancel all our face-to-face meetings until a time that Government advice says that we can restart them.
* Make Steering Group decisions via email as long as we have a quorum ('*a minimum of one third of members*'). John Preston and Colin Wilkinson have been on the email list to advise us as necessary. This change gives us a chance to ask questions and effectively discuss matters offline until agreement is reached.

Publication of the Queniborough Gazette has been suspended so no QNPSG updates have been produced for that media.

3. Finance

The final invoices have been received for work completed by 31st March 2020. This includes work from both the Rural Community Council (RCC) and Colin Wilkinson (Planning Consultant from PlanitX).

Phil, Mike Duxbury, John Preston and Colin Wilkinson liaised in completing Locality’s application form for the final phase i.e. for the next financial year (2020/21). Phil sent the completed application for a grant of £2,157 to Locality on 1st May.

On 18th May Locality confirmed that we were successful in our grant application for the full amount.

4. Progress on Final NP

Since our last face-to-face meeting on 10th March 2020 Colin has made the changes we agreed and sent the group a copy (‘V1’).

Some amendments were spotted and Colin then produced ‘V2’ which is the Submission Version. This was recirculated to the group and members were asked to verify it as the Final Submission Version by Monday 20th April. Some small amendments were made and Version V3a was agreed by the group as the Final Submission Version of Queniborough’s Neighbourhood Plan.

Pam presented ‘V3a’ to the meeting of Queniborough Parish Council on Wednesday 29th April. Councillors agreed unanimously to approve ‘V3a’ of our NP for submission in accordance with Part 5, Regulation 15 of the Neighbourhood Planning (General) Regulations 2012.

Before the NP can be sent to Charnwood Borough Council (CBC) a Basic Conditions Statement (that includes an Equalities Impact Assessment) and a Consultation Statement (that includes the Consideration of Representation) need to be written. QPC’s website must also be updated to include the Neighbourhood Plan Evidence Base e.g. Completed Local Green Space forms, Questionnaires, results from Questionnaires, up-to-date Conservation Area etc. Where necessary personal information will be redacted.

Colin has produced the Basic Conditions Statement and John the Consultation Statement. Thanks go to Colin and John for their hard work producing the statements.

Phil worked to re-vamp the NP webpage and ensured that all the links were correct. Thanks also go to Phil for his hard work completing the website. If you wish to view the webpage the link is below:-

<https://www.queniboroughpc.org.uk/neighbourhood-plan.html>

When this report has been agreed by the group Phil, as Queniborough Parish Clerk, can submit ‘V3a’ of our NP to CBC for their 6 week consultation process. During that time the NP will be taken into account by the Charnwood Planners and will lend significant weight to any planning decisions.

After the six week consultation the NP will be sent to an Independent Examiner for approval. Colin has agreed to guide me on the choice of Examiner and also to help with any questions he/she may have.

N.B. Recent Government Guidelines to NP Groups in response to the Covid-19 pandemic has indicated that there will be no referendums until May 2021.

Thank you,

Pam Jones

Chair Queniborough NP Steering Group