

Minutes of the meeting of the Neighbourhood Plan Working Party (NPWP) held on Monday 15th April 2013 at the Methodist Church Hall, Hubby at 7.30pm.

Present: Graham Banks (HDC)
 Sue Bracewell (SMB)
 Val Burnham (VB)
 Mike Dando (Planning Aid)
 Gary Dunning (GD)
 Paul Jackson (PJ)
 Chris Marshall (CM)
 Guy Redfern (GR)
 Roger Teare (RT)
 Richard Todd (Chairman) (RT)
 Betty Tyson (BT)
 Kath Wallis (KW)
 Terry Wolf (TW)

Chairman welcomed everyone to the first meeting of the Neighbourhood Planning Working Party (NPWP) and in particular thanked Graham Banks (HDC) and Mike Dando (Planning Aid) for joining us.

Mike Dando explained the role of Planning Aid, that they were now part of a government funded consortium with Locality and Community Development Foundation.

Graham Banks explained the role of the District Council which is to advise and assist us in the process and to fund the Independent Assessment and to fund and manage the Referendum.

Terms of Reference for the group had been agreed by the Parish Council and Sue Bracewell was asked to email a copy to all members. **Action: SMB**

Finance; Graham Banks explained that of the £20,000 frontrunner grant, HDC would need about £7,000 leaving about £13,000 for us to draw from. There is also an additional £5,000 available following the agreement of our designated area and further funding up to £25,000 will be available towards the end of the process. In addition some grant funding would be available to apply for from the Consortium should it be required, although groups who have not got frontrunner status may get preference for this funding.

Designated Area The Parish Council applied for the Parish Boundary to be the designated area for the Plan and this was approved by HDC at their September Cabinet meeting.

Local Plan Graham Banks explained that the Core Strategy was the key document that we should take particular note of. (copies to be circulated) **Action: SMB**
He said that we would also have to comply with the National Planning Policy Framework.

Project Plan A project plan needs to be drawn up listing all the tasks to be done and showing timescales up to and including the production of the draft plan. **Action: PJ**

Information gathering: we need to gather the information from the drop in sessions held last year; hold more awareness sessions; draw up a list of all groups in the village and write to them; a list of businesses and write to them; list other stakeholders, eg service providers, and write to them. The information gathering needs to be done through as many different channels as possible in order to ensure that we do make contact with all residents. **Action: TW (awareness); CM (communication)**

It was suggested that the awareness sessions should be completed within 3 months with an aim to producing the draft plan before Christmas.

Support Because of the changes at Planning Aid, if we wish to continue to have invaluable support from Mike Dando and his team, the Parish Council need to submit an application on the Locality website when it goes live on 1 May. The questionnaire is available now for viewing. Mike Dando offered to help us to complete the bid. **Action: GR**

Locality have produced a 'Roadmap' to producing a Neighbourhood Plan and PJ agreed to email this to the group. **Action: PJ**

It was agreed unanimously that Richard Todd should be the chairman of the group and that Sue Bracewell would be the secretary. A request would be put before the Parish Council to pay for the admin support. **Action: SMB/GR**

Next meeting: **Thursday 2 May, 8pm, venue tbc**

Agenda items for 2 May:

Budget

Report for Parish Council