

Hemswell Cliff Parish Council

Neighbourhood Plan Committee

Minutes of the Neighbourhood Plan Committee meeting held on 21 January 2019 in the room of requirement at Hemswell Cliff Primary School.

Present: Cllr Kirman, W. Hall, C Hurd (Chairman), M. Hurd and R. Smiles.

Parish Clerk – Helen Reek

In attendance – Steve Kemp (SK) & Simone Landucci (SL) from Open Plan Consultants.

1 member of the public

Minute Number	Item or Decision
<u>Procedural items – items not requiring written notice</u>	
47/1819N	Apologies Apologies for absence were accepted from Cllr Hann.
48/1819N	Declarations of Interest None.
49/1819N	Approval of the Minutes for the Meeting Held on Monday 29 October 2018 RESOLVED: That the minutes be approved as a true record of the meeting subject to the addition of Mr Leithfield in the list of those present and that it be noted that M. Hurd was not a Councillor (Minute 42/1819N refers).
50/1819N	Public Questions None.
<u>Business Items – matters requiring written notification</u>	
51/1819N	Budget Review and End of Grant Report The Clerk reported on progress regarding the End of Grant Report. She had spoken with Nev Brown at West Lindsey District Council (WLDC). He had suggested contacting Localities who then

Minutes Verification. Signature: Date:

	<p>forwarded the query onto the Neighbourhood Planning Team at Groundwork UK. Raj Sian had responded confirming that we had no pending applications that required an End of Grant Report. It was agreed that the Clerk respond to seek clarification and to advice on submitting a new application for further grant funding.</p> <p>In the meantime, VK had spoken to Glentworth Parish. They had advised that they had to produce an End of Grant Report and the Clerk would contact them to obtain a copy.</p> <p>It was confirmed that the Awards for All funding of £10,000 had been used to fund social activities and engagement in 2018. The initial award of £4,050 had been spent. The Clerk was to check the budgets to confirm that was correct.</p>
52/1819N	<p>Feedback from any engagement activities</p> <p>None since the previous meeting.</p>
53/1819N	<p>Open Plan's actions</p> <p>The Committee had met informally in November 2018 to consider the draft 'touchstone' document produced by Open Plan. They also drafted a vision and objectives based on the community engagement feedback. This had been forwarded to Open Plan who had made some minor alterations and had added more detail on the policies. Copies of the draft 'touchstone', vision and objectives were circulated at the meeting. SL would send them electronically.</p> <p>The Group had also begun drafting an overview of the Parish and this was also circulated. Following discussion, it was agreed to continue developing this document to reflect the seven different neighbourhoods in the Parish. It was recommended to take photographs with some explanatory text for each one. This information will be included in the final report. Open Plan would draft the information for the business neighbourhood. CH would continue to develop this document and circulate it to each member of this Committee for them to comment.</p> <p>SL then circulated a Gantt chart which sets out actions with accompanying timescales for completion of the Neighbourhood Plan. The chart would be updated and circulated following the discussion at this meeting. This was discussed in detail at the meeting but the key points are:</p> <p><u>Community Feedback Event</u></p> <p>To organise a drop in event week commencing 25 February 2019 at the school. The purpose would be to consult on the vision, objectives and touchstone. This would include pupils of the school who would be involved in a walkabout. CH to speak to the headteacher and</p>

	<p>agree a date. The event would be held from about 4.00pm to 8.00pm. Open Plan advised that the costs would be approximately £600 to organise refreshments, market the event and provide materials. As there was no current funding it was agreed to ask the Parish Council to fund the event and this be returned once the next grant had been received.</p> <p><u>Contacting landowners</u></p> <p>The next stage was for the Committee to produce a leaflet to circulate to landowners asking them to present sites they have any future intentions to develop. WLDC would provide list of contacts. This was scheduled for week commencing 4 March but might need to be moved back depending on the community engagement event. Open Plan would analyse the information and engage with WLDC and LCC's planning departments. This process will take several weeks. An additional £8,000 could be given in grants if additional land was allocated. A 'drop in' event would be organised to seek views of residents about the type of development they would support in these additional allocations.</p> <p>Open Plan would prepare the Scoping Report. The draft plan would start to be finalised week commencing 27 May. At this stage, Open Plan would engage with statutory consultees such as utility companies.</p> <p>Finally, the Consultation Statement, Basic Condition Statement and Plan would be submitted to WLDC in August 2019. It was expected that a referendum would be held towards the end of 2019.</p> <p>SL then briefed the Committee on the possibility of a Neighbourhood Plan Development Order. This was where the Parish Council could effectively grant a planning permission for land that would benefit the whole community.</p>
54/1819N	<p>Next Steps and Timescales</p> <p>The next steps as set out in the Gantt chart were agreed. A further informal meeting of the Committee would be held on 5 February 2018 to validate all of the documents ready for the drop in event in March.</p>
<u>Next Committee Meeting – Items not requiring written notice</u>	
55/1819N	<p>Items for Inclusion on the Next Committee Meeting Agenda</p> <ul style="list-style-type: none"> • Items to post on the Parish Council's website and the Trent-Cliff Gazette.

56/1819N	Date and Time of Next Meeting The next meeting to be arranged for Tuesday 5 March 2019 at 7.00pm. The meeting scheduled for Monday 18 February 2019 to be cancelled.
-----------------	--

Meeting started 7.00pm and closed at 8.16pm

Document published on

Signed:

Print Name:

Date:

Minutes Verification. Signature: Date: