

## HOUGH ON THE HILL PARISH COUNCIL

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Chairman: Councillor Mr R Kingscott

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### NEIGHBOURHOOD PLAN PROJECT TEAM MINUTES OF MEETING HELD 16<sup>th</sup> September 2014

The twelfth meeting of the Hough on the Hill Parish Council Neighbourhood Plan Project Team was held on 16<sup>th</sup> September 2014 at Brandon Hall, Hall Lane, Brandon NG32 2AS commencing at 6.00pm.

**Present:**

Roger Kingscott (RK), Parish Councillor	Jane Orchiston (JO), Resident
Marilyn Taylor (MT), Resident	John Halton (JH), Resident
Roger Twelvetrees (RT), Resident	

**Apologies:**

Penny Milnes (PM), Parish Councillor; Louise Barrett (LB), Resident

**1. Public Forum**

None present.

**2. Declarations of Interest**

None were declared.

**3. Minutes of Meeting held 30<sup>th</sup> July 2014**

Agreed as a true record. Matters arising:

*(a) Comments Received from Statutory Consultation Period*

The responses, as agreed, had been incorporated into the Plan and into Appendix 5 of the Consultation Statement. RK and MT had met with Karen Sinclair and resolved all outstanding issues, except for the final wording of Policies 4, 5 and 6 which is still outstanding for SKDC to suggest.

*(b) Basic Conditions Statement*

Suggested further amendments had been received from SKDC, and these had now been incorporated.

*(c) Consultation Statement*

No further comments received from SKDC, and this is now finalised apart from Appendix 5.

*(d) Evidence Base*

MT has completed the Evidence Base and RK has web-linked all its documents and references.

**4. Finalising the Neighbourhood Plan**

After discussion, it was agreed the Plan is now in an acceptable form and whilst no doubt further amendments and improvements could always be made, it is now sufficient for our purposes and further delay is to be avoided. It was also agreed that the Key Views Plan should not be further amended.

It was therefore agreed – subject to the final SKDC recommended wording for Policies 4, 5 and 6 - that the Neighbourhood Plan, the Basic Conditions Statement, the Consultation

Statement and the Evidence Base should be forwarded to the Parish Council for their meeting on 25<sup>th</sup> September 2014 to agree their onward formal submission to SKDC.

**5. Next Steps following Submission to SKDC**

MT has drafted a covering report for the Parish Council for their consideration of the Neighbourhood Plan and its accompanying documents. This also sets out the next steps of the process, including the appointment of the Independent Examiner, suggesting that if there are further amendments to be made (arising from either the SKDC consultation period, or the independent examination), these be delegated to the Chair in liaison with the NPPT. The choice of the Independent Examiner (which we may share with Stubton) is also recommended for delegation to the Chair.

The potential timing of the Referendum for February 2015 was noted. Clearly it will be important to encourage a positive turnout. Further advice is awaited on what publicity the PC is allowed to undertake, noting that such publicity would be to encourage a positive turnout, but not to influence the vote itself.

It was agreed that RK should update the website, and its documents, with the Parish Council decision and the submission documents.

**6. Locality Grant Review**

MT had compiled a report showing all spend to date. All grant spend must be completed by 31<sup>st</sup> December 2014, and any unspent monies returned. Locality are requesting early advice of any monies not required so that this can be reallocated to other areas in need. Given the PC's VAT refund, the grant balance is positive and we may not therefore need to claim our outstanding 10%. It was agreed that MT seek further advice from Locality and the PC should review the position at their next meeting on 25<sup>th</sup> September, particularly to decide whether or not to claim to the outstanding 10%.

**7. Any Other Business**

No items.

**8. Date of Next Meeting**

The date of the next meeting will be confirmed subject to requirements arising from the SKDC consultation process and Independent Examination.