

HOUGH ON THE HILL PARISH COUNCIL

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Chairman: Councillor Mrs S Morgan

NEIGHBOURHOOD PLAN PROJECT TEAM MINUTES OF MEETING HELD 31st MAY 2013

The first meeting of the Hough on the Hill Parish Council Neighbourhood Plan Project Team was held on Friday 31st May 2013 at Brandon Hall.

Present: Roger Kingscott (RK), Parish Councillor
Jane Orchiston (JO), Parish Councillor
Marilyn Taylor (MT), Resident
Louise Barrett(LB), Resident
John Halton (JH), Resident

1. Declarations of Interest

None were declared.

2. Purpose of the Neighbourhood Planning Project Team (NPPT)

The Terms of Reference for the NPPT, as approved by the Parish Council at their meeting on 23rd May 2013 (attached), were noted. Specific attention was given to the stipulation that the NPPT is not authorised to commit expenditure without prior approval from the Parish Council.

3. Membership

- a. Agreement of Chair: Cllr R Kingscott
- b. Agreement of Vice-Chair: Cllr J Orchiston
- c. Agreement of Secretary: Marilyn Taylor
- d. Independent members are currently Marilyn Taylor, John Halton and Louise Barrett (all local residents), leaving three vacant places to which other local residents or landowners will be recruited as publicity and consultation gets underway.

4. Roles and Responsibilities

Decisions will be made through simple majority voting and the Chair will exercise a casting vote as required.

All meetings will be held in open session.

It was agreed that there will be a 15 minute public session at the commencement of each meeting of the NPPT where residents, landowners or any member of the public can raise

issues or questions. Otherwise contributions will be limited to members of the NPPT unless specifically invited by the Chair.

5. Anticipated Aims and Scope of the Neighbourhood Plan

The Neighbourhood Plan may focus on a single issue, such as landscape character and design issues, or can reflect local wishes on any matter relating to the development and use of land. Until local views are gathered, it is difficult to predict the issues that people may raise but they could include housing, employment, public facilities etc. The Parish Council is interested in all views however, as issues raised that are beyond the scope of the NP may be considered for other relevant action where possible.

Currently it is anticipated that the Neighbourhood Plan will contain policies relating to the protection and enhancement of landscape character, and possibly additional policies for building design in areas not currently protected by Conservation Area status.

6. Anticipated Outline Timetable

It was noted that a useful Toolkit on the processes involved in preparing a Neighbourhood Plan is available at: www.mycommunityrights.org.uk

At this early stage, it is difficult to be precise about the full timetable for preparation, but the following outline of activities/milestones to end of December 2013 was agreed:

Activity/Milestone	Date for Completion	Comment/Status
Establish NP Project Team	23 rd May	Complete
Print and distribute door-to-door initial consultation flyer	by mid-June	Action: Comments on draft flyer to RK; LB to print final version (with sufficient for all 3 villages, plus consultation events); distribute to team for taking door-to-door.
Apply to Locality for start-up funding of £4,000	by mid-June	Action: MT to prepare draft application for comments.
Attend public events to seek initial views	Hough: 6 th July Gelston: 14 th July	Use flyer to gather views
If Locality application successful, confirm appointment of Allen Pyke Associates to carry out Landscape Character Assessment	August	
Work on collation of relevant evidence base to support Plan content	August	
Hold Public Consultation Meeting	September	

(with Allen Pyke Associates)		
Assess findings from consultation, and Landscape Character Assessment; refine aims/objectives and issues to be addressed;	October	
Liaison with SKDC and neighbouring parishes	October	
Produce NP, publicise and consult with all who live, work or run businesses within the area, significant land owners and all relevant bodies who may be affected by the Plan as required	early November	a 6-week pre-submission consultation period is required by statute
Refine in response to consultation and submit NP to SKDC by end Dec for them to commence consultation prior to submission to the Independent Examiner	end December	If the Plan is supported by the Examiner, SKDC will advise on process for conducting the Referendum in which a minimum of 50% in favour of those voting is required to bring the Plan into force

It was noted that this timetable sets quite an ambitious and fast track programme for producing the NP, which might be possible if the main issues to be addressed are mainly focused on landscape issues. However, the public consultation may raise wider issues which will require more reflection and debate, thereby slowing the rate of progress that can be achieved by December 2013. The timetable will be amended accordingly.

Meanwhile, the Chair will advise both the Parish Council and South Kesteven District Council of this first Timetable for Plan production.

7. Landscape Character Assessment

The tender submission from Allen Pyke Associates (which totals £6,600 plus expenses and VAT) was considered. It was agreed that this company has the appropriate skills and the proposed plan of work covers all that is required at a very reasonable and competitive cost. The Landscape Character Assessment will be carried out jointly for both Hough on the Hill and Stubton Parish Councils, with the costs shared equally between the two. Appointment is subject to the outcome of both Parish Councils' applications to Locality for funding.

8. Fundraising

It was agreed that MT should prepare and submit an application to Locality for an initial grant of £4,000. The balance of funding required to cover intended costs will be met through local fundraising/donations.

9. Initial Consultation / Publicity

It was agreed that, subject to any further comments, the draft flyer/consultation sheet produced by Roger Kingscott be printed and circulated door-to-door. Drop-off addresses for each of the three villages were approved as:

Brandon:	Brandon Hall
Gelston:	6 Gelston
Hough:	Jubilee Cottage, Thompson's Lane

Return deadline was agreed as 14th July

Additional copies will be needed for the consultation events taking place:

Hough Fete:	6 th July
Gelston:	14 th July

LB offered to organise printing, and will need **final copy by 6th June.**

10. Date of Next Meeting

Set for Weds 26th June, 6pm, at Brandon Hall

To be publicised on village noticeboards and website.

Hough on the Hill Parish Council

Neighbourhood Plan Project Team

Terms of Reference and Membership

Purpose

The Neighbourhood Plan Project Team (NPPT) will take forward the production, through to examination and referendum, of the Hough on the Hill Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and other stakeholders.

Role and Responsibilities

The NPPT will work on behalf of the Parish Council to undertake:

- fundraising and funding applications to support neighbourhood plan activity
- recommendations for commissioning of specific areas of evidence and analysis as required
- management of consultants appointed by the Parish Council
- management of expenditure within budget allocations approved by the Parish Council
- preparation and distribution of publicity
- community consultation and engagement activities
- consultation and liaison with all relevant local stakeholders and with neighbouring Parishes
- liaison with South Kesteven District Council to support the Plan's development
- scoping of the Plan's objectives
- drafting of relevant content and policies for approval by the Parish Council

A full report of the NPPT's activities will be made to each meeting of the Parish Council, seeking approval for any decisions required to progress the Plan.

The NPPT must ensure that there is full transparency of process, at all times operating in an open and inclusive manner:

- All meetings of the group will be publicised and open for members of the public to attend.
- Notes of all meetings of the NPPT will be publically available online.
- The results of all consultations, and reports of consultation or engagement events, will also be made publically available online.

Membership

Membership of the NPPT will comprise:

- two Parish Councillors, one of whom will act as Chair
- up to six independent members who will be residents or landowners within the parish
- the quorum for meetings will be three members, one of whom must be a Parish Councillor

- all members must declare any personal interest that may be perceived relevant to any decisions or recommendations