

## HOUGH ON THE HILL PARISH COUNCIL

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Chairman: Councillor Mrs S Morgan

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### NEIGHBOURHOOD PLAN PROJECT TEAM MINUTES OF MEETING HELD 26<sup>th</sup> June 2013

The second meeting of the Hough on the Hill Parish Council Neighbourhood Plan Project Team was held on Wednesday 26<sup>th</sup> June 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

**In Attendance:** Rob Thornton (RT), Stubton Parish Council Neighbourhood Planning Group

#### 1. Public Forum

There was no public attendance or public discussion.

#### 2. Declarations of Interest

None were declared.

#### 3. Minutes of Meeting held 31<sup>st</sup> May 2013

Agreed as a true record.  
There were no matters arising.

#### 4. Consultation Feedback to Date

A few questionnaire forms have been received, about 10 in total. It was noted that leaflet response, without door-to-door collection, is usually very low, but the primary aim was to inform people about the opportunity to be involved in developing a Neighbourhood Plan and what such plans were about. All residents will be further encouraged to respond, and it is hoped that forthcoming presence at village events will also generate additional views.

#### 5. Consultation Opportunities

Agreed main aims of attending village events are to help spread the word about the opportunity of creating a Neighbourhood Plan, and to gather more views and feedback. MT confirmed that she will request space at the Hough Village Fete on 6<sup>th</sup> July. JO and RK will be present. Agreed simple display, focus on explaining Neighbourhood Plans. For the Gelston event on 14<sup>th</sup> July, same approach; MT and JO to attend. (**Action:** RK to ensure sufficient spare copies of the survey form are available).

## 6. Funding Progress

MT reported that approval has been received from Locality to provide up to £6,510.00 in grant support to Hough Parish Council for producing a neighbourhood plan. Payment of the grant will be in two instalments of 90% up front, and 10% at completion.

To accept this grant award, details of the Parish Council bank account are required, along with formal acceptance of the Terms and Conditions that apply. These include keeping proper accounts of all expenditure, sufficient to provide a clear audit trail (and which may be subject to inspection). It was noted that it may be helpful for the Parish Council to establish a separate bank account for the management of the grant. Any unspent grant must be returned, and regular monitoring reports are to be provided (which MT agreed to undertake).

The requirements for procurement were discussed. As the costs of appointing Alan Pyke Associates are to be shared with at least one other neighbouring Parish Council, this takes Hough Parish Council's contribution below the £5,000 set for a requirement of obtaining 3 written quotes. There is also a strong argument that the shared approach to the costs of producing the Landscape Character Assessment represent good value for money.

**MT agreed** to liaise with the Parish Clerk to complete the necessary paperwork.

## 7. Landscape Character Assessment

**RK agreed** to organise an emergency general meeting of the Parish Council to authorise and approve the proposed contract with Alan Pyke Associates up to the maximum required for half of the costs involved across Stubton and Hough (noting that this may further reduce if Foston also decides to commission them to produce the Landscape Character Assessment). There should be a standard Contract Acceptance Form available (**JH to obtain** and send to RK).

**It was agreed** that JH will act as the central point of liaison with Alan Pyke Associates for both Hough and Stubton Parish Councils (and possibly for Foston in due course). It was also agreed that the consultant should meet with the Neighbourhood Plan Project Team as soon as possible in order to ensure a properly managed commencement of the work programme.

## 8. Outline Timetable/Project Plan

Updated Project Plan attached. Some initial discussion about how to approach compilation of the evidence base (a key stage in preparing the Neighbourhood Plan). Basic demographic information will obviously be important, and any existing documentation available from SKDC planners, and relevant policies. Until residents' views as to priority issues for the neighbourhood plan, it is difficult to be precise at this stage. Clearly a considerable amount of 'evidence' will be forthcoming from the landscape character assessment.

**Agreed:** MT to approach Karen Sinclair at SKDC planning department for initial discussion about liaison arrangements, and assistance with evidence etc.

## 9. Date of Next Meeting

Friday 26<sup>th</sup> July, 6pm, at Brandon Hall (Vanessa Ross from Alan Pyke Assocs to attend).

## PRODUCTION OF A NEIGHBOURHOOD PLAN

## PROJECT TIMETABLE

**Green** = complete   **Amber** = ongoing   **Red** = critical/urgent

Activity/Milestone	Date for Completion	Comment/Status as at 30 <sup>th</sup> June 2013
Establish NP Project Team	23 <sup>rd</sup> May	Complete
Print and distribute door-to-door initial consultation flyer	by mid-June	Complete
Apply to Locality for grant support	by mid-June	Complete
Complete formal acceptance of grant.	early July	<b>Action:</b> MT to liaise with Parish Clerk to confirm acceptance.
Attend public events to seek initial views	Hough: 6 <sup>th</sup> July Gelston: 14 <sup>th</sup> July	Use flyer to gather views
Confirm appointment of Allen Pyke Associates to carry out Landscape Character Assessment	July	<b>Action:</b> special meeting of the Parish Council required to approve contract.  <b>Action:</b> invite Allen Pyke consultant to attend next meeting.
Work on collation of relevant evidence base to support Plan content	August	<b>Action:</b> MT to prepare and circulate initial list of types of evidence required.  <b>Action:</b> MT to set up Dropbox folders  <b>Action:</b> MT to contact SKDC planners to discuss assistance with evidence and general liaison approach.
Hold Public Consultation Meeting (with Allen Pyke Associates)	September	
Assess findings from consultation, and Landscape Character Assessment; refine aims/objectives and issues to	October	

be addressed;		
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