

HOUGH ON THE HILL PARISH COUNCIL

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Chairman: Councillor Mrs S Morgan

NEIGHBOURHOOD PLAN PROJECT TEAM MINUTES OF MEETING HELD 26th July 2013

The third meeting of the Hough on the Hill Parish Council Neighbourhood Plan Project Team was held on Wednesday 26th July 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
Vanessa Ross (Allen Pyke Associates)

1. Public Forum

There was no public attendance or public discussion.

2. Declarations of Interest

None were declared.

3. Minutes of Meeting held 26th June 2013

Agreed as a true record.

Matters arising:

(a) Consultation outreach went well at the Hough Fete; decided not to have a presence at the Gelston event on 14th August.

(b) 90% of the Locality grant has been released to the Parish Council; first monitoring report not required until September.

4. New NPPT Members

RK following up people who expressed an interest in being involved.

5. Initial Consultation

RK thanked for producing the brief summary of responses received. The comments about 'character' were helpful and clearly support the commissioning of work on the Landscape Character Assessment. **MT agreed** to produce short summary report. Report to be sent to the Parish Council indicating issues that are beyond the scope of a Neighbourhood Plan but which could usefully be taken forward by the Parish Council. Report should also be made available on the website as important that people can see the results for themselves.

6. Landscape Character Assessment

An emergency general meeting of the Parish Council to authorise and approve the proposed contract with Allen Pyke Associates to undertake the Landscape Character Assessment) is to take place on 29th July. In advance of that decision, and without prejudice, the meeting welcomed Vanessa Ross, the lead consultant, to the meeting to discuss the intended approach.

The consultants' appointment for Stubton has been confirmed; Foston are in the process of applying to Locality for grant support so that they too can be involved in the landscape character assessment. The approach is therefore broadly the same for each of the three parishes. Desk-top analysis has commenced, and the site visit is planned for 29th/30th July. This work will contribute to the physical analysis and initial mapping of key places, sightlines and other issues. However, the plan is to also capture and express peoples actual experiences of living here, and to involve the wider public in determining the important and valued places, walks and views etc. A questionnaire will be distributed, and residents invited to attend a workshop with the consultants in September to review emerging conclusions and further refine the outcomes and priorities (it was agreed that there will need to be 3 separate workshop sessions held for each Parish). The aim is to produce a draft report for our consideration by early October, and a final report by the end of October.

Actions:

- Parish Council to approve and sign contract
- VR to produce draft of consultation leaflet
- Workshop to be held 18th September at 7pm
- MT to book Hough Church
- Pre-meeting with VR on 17th September, 6pm, at the church

7. Liaison with SKDC

MT reported that Karen Sinclair had responded to her email request for assistance with evidence base, and indicated that she would welcome a meeting with the NPPT. **MT to offer dates during w/c 2nd August and confirm.**

8. Communications

MT to invite VR to share photos through the Dropbox file.

RK to update website (agendas, minutes and any reports/leaflets, the LCA questionnaire, results from first consultation, etc)

Following discussion, **it was agreed the best approach for the next leafleting door-to-door is to produce two separate leaflets:**

- one from the consultants about the LCA with their questionnaire
- one from the PC (NPPT) explaining about the LCA, giving some initial feedback from the first consultation etc, encouraging people to get involved and inviting them to the Workshop session planned for 18th September.

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PRODUCTION OF A NEIGHBOURHOOD PLAN

PROJECT TIMETABLE

Green = complete Amber = ongoing Red = critical/urgent

Activity/Milestone	Date for Completion	Comment/Status as at 29 ^h July 2013
Establish NP Project Team	23 rd 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	Complete
Outreach consultation	Hough: 6 th July	Complete
Confirm appointment of Allen Pyke Associates to carry out Landscape Character Assessment	29 th July	Action: special meeting of the Parish Council required to approve contract.
Work on collation of relevant evidence base to support Plan content. Request for information sent to SKDC planners.	August/Sept	Action: MT to invite SKDC planners to meeting 1st week of September.
Produce summary report of outcomes from first consultation, and refer relevant matters to PC.	early August	Action: MT
Landscape Character Assessment questionnaire	early August	Action: Vanessa Ross
Accompanying Leaflet to go out with questionnaire	early August	Action: RK
LCA Public Workshop	18 th September	Action: MT to book Church Pre-meeting: 17th Sept, 6pm at the church
Assess findings from consultation, and Landscape Character Assessment; refine aims/objectives and issues to	October	

be addressed;		
Liaison with SKDC and neighbouring parishes and any other key stakeholders	October	
Produce NP, publicise and consult with all who live, work or run businesses within the area, significant land owners and all statutory consultees and 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