**HOUGH ON THE HILL PARISH COUNCIL**

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**Chairman: Councillor Mrs S Morgan**

**NEIGHBOURHOOD PLAN PROJECT TEAM**

**MINUTES OF MEETING HELD 15th October 2013**

The fourth meeting of the Hough on the Hill Parish Council Neighbourhood Plan Project Team was held on Tuesday 15th October 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:** Penny Milnes (PM), Resident

 Roger Twelvetrees (RT), Resident

 Wendy & David Silver, Residents

1. **Public Forum**

4 residents were in attendance, but no specific issues were raised.

**2. Declarations of Interest**

None were declared.

**3. Minutes of Meeting held 26th July 2013**

Agreed as a true record.

 There were no matters arising.

**4. New NPPT Members**

New members were proposed to join the NPPT:

Penny Milnes(PM): proposed by JO; seconded by JH

Roger Twelvetrees(RT): proposed by RK; seconded by JO

Both new members were welcomed and MT agreed to forward relevant briefing material and website links.

**5. Landscape Character Assessment(LCA)**

MT, JH and RK attended a short review meeting with Vanessa Ross to discuss the draft LCA. Following this meeting a 2nd draft has been produced and it was agreed that local people should be offered a chance to comment on this before the LCA is finalised. The aim is for all comments to be received by close of play on 25th October, and for the consultant to issue the final report by 1st November. It was noted that it is important for the Parish Council to formally receive the LCA as soon as possible.

Allen Pyke Associates will now issue interim invoice. Meeting agreed that costs should be split 50/50 with Stubton as originally agreed but that Foston joining in too late to be part of the shared costs arrangement with Allen Pyke Associates.

**Actions:**

* RK to post on website and email round to contacts;
* hard copies to be available through PM, MT and RK
* MT to forward copy to Karen Sinclair at SKDC
* RK to ensure PC receive/adopt as soon as possible
* Parish Clerk to be advised to pay Allen Pyke interim invoice

**6. Liaison with SKDC**

 MT reported on a useful meeting with Karen Sinclair(KS) at SKDC that morning, which had aimed to provide a basic update on progress and confirm future liaison arrangements. MT had raised the possibility of trying to achieve ‘Local Green Space’ designation for Loveden Hill, and KS could see no impediment to this. She also confirmed that a Neighbourhood Plan did not necessarily have to propose development, and that any sites identified as having potential for housing could only be for affordable housing in line with the SKDC current policy. She agreed to investigate whether there is any housing needs assessment data available for the Parish. She advised that for SKDC to consider whether a Sustainability Appraisal would be required we would need to provide a clear outline of the issues and policies we might be including. The meeting was helpful and both parties agreed to keep in touch. Further advise and support on design/conservation issues was available from her colleague Karen Walmsley (**Action:** MT to contact Karen Walmsley)

**7. Globe Consultants**

 JH very keen to involve Globe Consultants now in order to maximise synergy with the work they are doing for Stubton. However, the meeting noted that funding has only been provided for 3 days of their input and agreed we needed to do further work ourselves to ensure that any consultants’ time input was focussed on detailed policy drafting and professional checking final documentation. We should keep the option open at this stage, but perhaps ensure we have clearance from the Parish Council to proceed to appoint as soon as we are ready. MT reminded the meeting that we are also potentially eligible for the free support available through Locality (as part of the Government’s help to communities preparing neighbourhood plans).

**Actions:**

* MT to make enquiries about obtaining some free support through Locality
* RK to liaise with Parish Clerk to ensure necessary authorisations are put in train for the appointment of Globe as planning consultants.

**8. Consideration of Next Steps**

Now there is clarity about our ability to prepare a Neighbourhood Plan without necessarily proposing development, and we have more evidence of the community’s interest in protecting the landscape and physical environment, the group needed to decide whether to now proceed to drafting stage. This was put to the vote, and was agreed unanimously.

MT suggested that the first step was to draft some Aims and Objectives and offered to have a first go at this. JH offered to start going through relevant national and local policies. Key issues would need to be addressed, such as renewable energy. We might also want to identify particular brownfield sites which might be suitable for small-scale affordable housing. These were all issues for much wider discussion. The meeting agreed the need for ongoing and robust community engagement throughout the process. Further publicity was needed; perhaps by getting pieces into the local press. We need to ensure that we can evidence our efforts to reach all residents, landowners and businesses in the parish. It was also agreed that a further Public Meeting should be held in early January.

 It was also agreed to revise the timetable as clearly the level of work now involved would set back the original aim of completing the Plan by the New Year. It was agreed that we should now aim to complete it by April 2014 (see attached amended Project Plan).

 The group should meet again quickly with some written material prepared so that all members were clear on the approach and the issues.

**9. Date of Next Meeting**

 Tuesday 29th October at 6pm

 Meeting will be held at the home of Penny Milne in Gelston at:

 Stoney Oak, Hough Road, Gelston NG32 2AE

 (it’s the 2nd house on the right once you’ve entered the village,

 opposite a white cottage, and behind a beech hedge)

**HOUGH ON THE HILL PARISH COUNCIL**

**PRODUCTION OF A NEIGHBOURHOOD PLAN**

**PROJECT TIMETABLE 2013/14**

Green = complete Amber = ongoing Red = critical/urgent

|  |  |  |
| --- | --- | --- |
| **Activity/Milestone** | **Date for Completion** | **Comment/Status****as at 21st Oct 2013** |
| Establish NP Project Team | 23rd 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 |
| Attend Hough Fete to gather views | 6th July | Complete |
| Assess findings from initial consultation and produce report (for NP evidence base and for the Parish Council).  | July | Complete |
| Confirm appointment of Allen Pyke Associates to carry out Landscape Character Assessment | July | Complete |
| Work on collation of relevant material for the evidence base to support Plan content | August and ongoing | Requested information received from SKDC planners and available in the shared Dropbox folder. |
| Distribute LCA Information and Questionnaire | early September  | Complete |
| Hold Public Consultation Meeting (with Allen Pyke Associates) | 18th September | Complete |
| Assess findings from consultation, and Landscape Character Assessment; decide whether to proceed to Plan drafting.  | 15th October NPPT meeting | Complete |
| Complete Landscape Character Assessment and issue to Parish Council. | end October |  |
| Draft Aims and Objectives;Review national and local policy;Scope policy content for Plan.  | October/November |  |
| Ensure further opportunities for input by residents and landowners; more publicity.  | November |  |
| Work on drafting Plan and Basic Conditions Statement.  | November/December |  |
| Hold Public Meeting. | January 2014 |  |
| Produce draft 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 including statutory consultees.  | February | a 6-week pre-submission consultation period is required by statute |
| Refine draft NP in response to consultation and submit final proposed NP for approval by the Parish Council for onward submission to SKDC.  | end March |  |
| SKDC will check the NP for compliance with the basic conditions and, if it does, commence the required public consultation (minimum 6 week period) prior to submission to the Independent Examiner. | April/May | This is the critical point for any emerging NP to count as a ‘material consideration’ in any planning application being assessed during this period. |
| Independent Examination | May |  |
| If the Plan is supported by the Examiner, SKDC will advise on process for conducting the Referendum. | June | a minimum of 50% in favour of those voting is required to bring the Plan into force |