



**WITHERLEY PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP
Minutes**

Minutes of a Meeting of The Steering Group held 7.30 pm on Monday, 6th August 2018 at St Michael and All Angels Church, Fenny Drayton.

Present

Kay Conway in The Chair (Witherley)
Brian Conway (Parish Council/Witherley)
Dayle Flude (Atterton)
Derek Ridgway, Treasurer (Fenny Drayton)
Mark Simpson (Parish Council/Fenny Drayton)
David Wilkins (Ratcliffe Culey)
Gary Kirk (YourLocale) was welcomed to his first Meeting of the Steering Group.

1. Apologies for Absence

Maureen Cooke (Parish Council/Fenny Drayton)
Helen Bullivant (Ratcliffe Culey)
Laura Dyer (Ratcliffe Culey)
Charlotte Ward Lewis, Secretary (Witherley)

2. Declarations of Interest

None declared

3. Minutes of the Previous Meeting

The Minutes of the Meeting held on 2nd July were amended to record it had been agreed that Kay Conway would contact the ecologist David Nicholls to inform him of the Group's decision to delay a Wildlife and Habitat Survey until Spring 2019. The Minutes were then agreed to be an accurate record of proceedings.

4. Matters Arising

Kay Conway had informed David Nicholls that the commissioning of a Wildlife and Habitat Survey would be reviewed early in 2019.

5. Financial Report

Derek Ridgway, Treasurer, reported expenditure totalling £295 from the Parish Council Grant of £1,000. An invoice for £12.54 for stationery (i.e. five reams of printing paper) for Group members was pending payment giving a balance of £282.46.

6. Gary Kirk, Your Locale

Gary Kirk advised a review of the terms of reference and governance for the Neighbourhood Plan to ensure we were compliant. The relationship between the Steering Group and the formal functions of the Parish

Council should be described in the document which should be published, as should notices and minutes of meetings.

Gary Kirk to advise further about this and Brian Conway would seek guidance from Jake Atkinson and Francis Webster of the Leicestershire and Rutland Association of Local Councils.

Terms of Engagement

Gary Kirk explained his appointment as Consultant to the Steering Group is unbinding, on a trust basis and subject to grant funding being obtained.

Funding

It was agreed that Gary Kirk would prepare a draft funding application, expected to be for between £3,000 and £4,000, in time for the next meeting. This application would form the first tranche of our application for up to £9,000 of basic grant funding from Locality to support development of the Plan. Gary Kirk told the meeting this would need to be spent within a six month's period, or, before the end of March, whichever is the earliest.

He advised a further grant of up to £8,000 from Locality could be applied for. This could be used for technical support, for example, for assessing potential development sites.

As the Plan develops, we may be eligible to apply for funding from other bodies, for example Lottery Funding, to help support some of the community's aspirations.

Issues/Stakeholder Engagement

In developing the Plan, we would not rely solely upon responses from the Stakeholder Engagement events. Issues needed to be framed within the context of the National Planning Policy Framework (NPPF) with a focus on housing, employment and transport. The NPPF first published in 2012 had been revised on 24 July 2018. (note: The NPPF sets out the government's planning policies for England and how these are expected to be applied).

Our Plan would be informed by an analysis of socio-economic data about the Parish and an understanding of where we differ from other communities across the Borough. For example, the level of social housing, types of employment and community facilities such as open spaces.

Survey

Early on in the development of the Plan, we need to survey the community on questions concerning housing, transport, community facilities, open spaces etc.

The importance of engaging the younger generations had previously been identified and evidence showed Plans which take in to account the requirements of the younger community, have been looked upon more favourably by the examiners.

Scoping Plan

Gary Kirk will lead a discussion early on in the process about what the NDP can influence; set in the context of the NPPF, focusing upon housing, employment and transport. Expectations of what the NDP can deliver and policies we cannot meet.

7. Atterton Broadband

A Meeting was held in Atterton on Tuesday 10th July to investigate a complaint made to the MP by a resident about Broadband Speeds which had fallen to around 0.5 megabytes and an unexplained delay in connecting a new broadband cabinet which had been installed in 2017.

It was revealed, prior to the meeting that Atterton was the most expensive, per household, in the County of Leicestershire, to provide a superfast broadband service to; therefore, the new Cabinet would be removed. Damage to the existing ducting carrying copper lines meant that a 2.4 km trench to house new ducting would need to be dug and this could not be delivered under the current Superfast Leicestershire tranche of funding.

The Public Meeting was chaired by Brian Conway, Chair of Witherley Parish Council, and provided an opportunity for residents to explain their need for a workable broadband connection to representatives from Superfast Leicestershire and OpenReach. In attendance at the meeting were Ivan Ould, Deputy Leader of Leicestershire County Council, Kevin Morell, Deputy Leader of the Borough Council and Kay Conway, Chair of Witherley Parish NDPSC.

It was agreed that Openreach would conduct further surveys, to explore alternative routes for cabling, and would report back to residents before 21st August.

8. Key Issues Grids

The analyses by group members of key issues raised at the Stake Holder Meetings, divided into topics, were presented to Gary Kirk, for his consideration:

- Traffic and Transport – Brian Conway
- Housing – Laura Dyer
- Facilities and Services – Derek Ridgway
- Open Spaces and Environment – Laura Dyer and Helen Bullivant
- Renewable Energy – Dave Wilkins
- History and Heritage – Dayle Flude
- Employment and Business - Mark Simpson
- Communications – Kay Conway
- Flooding – Charlotte Ward Lewis

9. Mission Statement

It was agreed that the Group required a vision statement rather than a mission statement which would be discussed at the next meeting.

10. Any Other Business

General Data Protection Regulation (GDPR)

David Wilkins raised the question about whether the Group was GDPR compliant and it was agreed that this required some further thought.

Communications

The drop box would be made available to Gary Kirk. Members had not experienced problems accessing the drop box although at present only the Chairman, Kay Conway and Brian Conway, Chairman of the Parish Council were able to upload to the box.

Programme

Gary Kirk issued members with a draft indicative programme outlining how long the Development Plan process will take. Expected to be completed within twelve months; the worst-case scenario is two years

11. Date and Times of Future Meetings

7.30 Monday, Sept 3rd at Witherley Church (venue to be confirmed)

7.30 Monday, October 8th at Witherley Church (venue to be confirmed)