



Witherley Parish Neighbourhood Development Plan Steering Group

Monday 3rd September 2018 at Witherley Church, 7.30pm

Minutes

1. Apologies for absence (CWL)

No apologies.

Present – Kay Conway (Chair/Witherley), Brian Conway (Parish Councillor/Witherley), Charlotte Ward Lewis (Secretary/Witherley), Derek Ridgway (Fenny Drayton), Dave Wilkins (Ratcliffe Culey), Laura Dyer (Ratcliffe Culey), Helen Bullivant (Ratcliffe Culey), Mark Simpson (Parish Council/Fenny Drayton), Dayle Flude (Atterton), Gary Kirk (Yourlocale consultant)

2. Declaration of interests (KC)

None received.

3. Minutes from the last meeting and matters arising (to include 'yourlocale' contract) (KC)

Agenda item 10 – submission to HBBC around twelve months and completion expected within two years. Name change on Item 10 re; GDPR.

Everything else is recorded as a true record.

Matters arising – 'Yourlocale' contract has been ratified by the Parish Council and has been signed by both parties.

As a Steering Group, all expenditure decisions need to be ratified by the Parish Council as the responsible body for financial control.

Terms of reference to be ratified by the Parish Council and it would be good practice for the members of the Steering Group to sign the Parish Council's code of conduct.

4. Financial Report (DR)

£367.50 spent once all invoices are received. £322.50 spent without the £45 owed from outstanding invoices.

5. Grant Application Update (KC)

£4,300 applied for and has been granted by Groundwork UK. The grant documentation has been forwarded to the Clerk of the Parish Council who will be the primary point of contact, and will manage the funds. An end of grant summary will have to be made by the Clerk in order to apply for future grants. DR will monitor the Steering Group's spending to ensure transparency and a clear audit trail.

6. Visioning Exercise (GK)

The key issues from the Drop-in and Stakeholder events have been put into this document which gives context to the HBBC Local Plan and the national planning policy.

Planning Policy Context –

In the existing Local Plan, Witherley is classed as a rural village with ‘limited development’. However, Witherley’s access to the A5 is an issue with any planning applications. The NDP needs to address what planning would be allowed if access were to be improved.

Fenny Drayton and Ratcliffe Culey are classed as rural hamlets where additional housing is unsustainable.

We do not know what allocation of houses has been made for the Parish as a whole. GK to contact HBBC and request this information. (Paragraph 66 – National Planning Policy Framework).

Economy – The plan can support businesses and set conditions for new business development appropriate for the rural community. This could include tourism. Developments outside the Parish can be referenced in the plan if they impact on our community. There is a high percentage of retired residents and people who work from home, and a low percentage of unemployment. Facilities which are lacking in the parish can also be referenced and suggested in the Plan, and become community actions which support the Plan’s policies. The plan can also protect current facilities.

Transport – this includes footpaths and cycle paths as well as roads. Public transport is an issue, especially with the rural nature of the Parish.

Housing and the Built Environment – there is the opportunity to identify sites which could be developed. The Parish has three ancient monuments and has significant heritage or possible heritage sites. Some significant buildings and houses can be identified through the plan in order to offer some protection. Size of potential houses can be in the plan as well as their design. HBBC have a Local Connection Policy to enable the younger generation to stay in the Parish. This could be reflected (subject to viability) in the Plan.

Natural Environment – an assessment of surrounding fields can be undertaken. Local green spaces can also be protected through the evidence from this study.

7. Heritage – Battlefield Site/MIRA (DF)

HBBC’s decision about MIRA’s new test track has been deferred. The site includes a small part of the Battlefield, an element of which is in our parish. MIRA has been asked to alter the plans so that the Battlefield site is avoided. DF suggested a letter to the Battlefield Trust to ask their advice on the Battlefield areas in the parish. DF to contact them.

Magic Maps (DEFRA) show areas of common land. The gravel pits at Ratcliffe Culey bridge is common land. This needs to be investigated as there could be other areas of common land. It would be useful to contact the Conservation Officer at HBBC. This will be discussed further at a future meeting.

8. Questionnaire (KC)

It was suggested that we include some statistics about the parish for general information.

The Steering Group members to look at the Key Issues areas they covered, to generate questions. The next meeting will focus on formulating the questionnaire. All draft questions to be sent to HB before Friday 28th September.

GK will send examples that were well received by their communities. The importance of targeting the younger generation was recognised. HB has put together some relevant questions for younger people. These will also be brought to the next meeting.

Investigate the use of Survey Monkey as well as a paper copy for those without access to a computer.

9. Vision Statement/Mission Statement (KC)

KC to amend and bring to the next meeting.

10. GDPR requirements (CWL)

Email addresses were gathered from residents and stakeholders before GDPR came into force. The Rural Community Council have stored them. We need to ensure that the Steering Group is Data Protection compliant. CWL to contact RCC and find out more information about this.

Any Other Business (KC)

Date and time of next meetings –

Monday 8th October – 7.30pm at Witherley Church

Tuesday 30th November – venue to be confirmed

Meeting closed at 9.25pm