

Minutes for the Neighbourhood Plan Steering Committee held on 15th October
2024 at 8:00 PM
in the St Mary's C of E Primary School

Those present :

Chair : Cllr M Strutt

Councillors : Cllr S Brown

Non Councillors : Mr A Fisher, Mr M Howarth, Mr J Diamond

Officers : T Wilson

NP24/11 Chairman's Welcome and Public Participation

The Chairman welcomed the public present of which there were two.

No questions were asked by the public.

NP24/12 Apologies for Absence

Apologies have been received from Cllr K Stedman and Ellie Chinnery.

NP24/13 Declaration of Interests

No interests were declared.

NP24/14 Minutes of Previous Meeting

It was **RESOLVED** to agree the minutes of the previous Meeting held on June 27th, 2024 with the following amendments:

- Add proper minuting reference *NP24/01*
- K Stedman at the time was a member of the public and not a councillor
- Correct K Stedman last name

(Proposed by Mick Howarth - Seconded by Alan Fisher - Unanimous)

NP24/15 Reports from Members

- i. No reports from members.

NP24/16 Steering Committee Membership

- i. An update on the membership of the Neighbourhood Plan Steering Committee was **RECEIVED**.

The membership of the Neighbourhood Plan Steering Committee is:

Cllr Stedman
Cllr Brown
Cllr Strutt

Alan Fisher
Mick Howarth
Ellie Chinnery

It was proposed to add Jonathan Diamond and note this change with the Parish Council at the next full Parish Council Meeting.

(Proposed by Cllr Brown - Seconded by Mick Howarth - Unanimous)

NP24/17 Terms of Reference

It was **RESOLVED** to change Point 8 - Financial, of the Terms of Reference for the Steering Committee to match with the new financial regulations released earlier in the year.

Currently it states, "*All expenditure must be agreed by the Full Council at the next Parish Council meeting unless it falls in line with Financial Regulations 4.1.*" This is inline with the old Financial Regulations. To match with the new regulations it is proposed to change it to, "*All expenditure must be agreed by the Full Council at the next Parish Council meeting unless it falls in line with Financial Regulations 6.9.*"

(Proposed by Mick Howarth - Seconded by Jonathan Diamond - Unanimous)

ACTION: Clerk

NP24/18 Budget

i. An update was **RECEIVED** for the current budget.

ii. It was **RESOLVED** to purchase a community data set from the RCCE for a cost of £39.00. This is to be purchased against the UDC grant.

(Mick Howarth - Alan Fisher - Unanimous)

ACTION: Clerk

NP24/19 Draft Visions and Objectives

An update on the draft visions and objectives was **RECEIVED**. Comments were made on both documents with further revisions due to take place.

ACTION: Steering Working Group

NP24/20 Village Survey

i. An update on the community survey was **RECEIVED**. The survey is available online on the Parish website.

NP24/21 Landscape Assessment Survey

An update on the Landscape assessment survey was **RECEIVED**. Currently waiting on confirmation of date (23rd October) from Wynne Williams to have a look around the Village.

NP24/22 Design Code Survey

An update on the design code survey and site meeting held on Friday 11th October was **RECEIVED**. Members of the Neighbourhood Plan Residents working group had a walk around the Village and outlying settlements. Currently waiting for their draft vision of the design code.

NP24/23 Survey of Parish Employers

A discussion was had on how to progress the work in identifying all of the employers in the parish. Alan Fisher has volunteered to pursue this.

ACTION: Alan Fisher

NP24/24 Parish History

Mark Radcliffe has completed nearly 70% of the work on the history of the Parish. It is waiting on an update from Cllr Stedman to chase this further so that the Neighbourhood Plan Steering Committee and Residents Working Group can review the document.

ACTION: Cllr Stedman

NP24/25 Call for Sites Invitation

An update on the call for sites invitation was **RECEIVED**. A call for sites advert was posted in the local paper and invitations were sent to land owners directly. Deadline is end of November.

NP24/26 Clubs and Societies

Cllr Stedman was pursuing a look into the Clubs and Societies around the Village, however, as she is not in attendance an update has not been received. To progress further Cllr Stedman can look into the Village Hall and their list of current clubs and societies.

ACTION: Cllr Stedman

NP24/27 Grant or Technical Help for Housing Site Allocations

It was **RESOLVED** to apply to Locality for grant funding or technical help with the Housing Site Allocations work.

(Proposed by Cllr Brown - Seconded by Alan Fisher - Unanimous)

ACTION: Clerk

NP24/28 Coffee Morning

i. It was **RESOLVED** to hold a coffee morning and consultation event at the Village Hall with a maximum budget of £100. A Saturday afternoon in November has been suggested by the date and time will be confirmed via email by the end of the week. Cllr Brown will speak with the Village Hall.

(Proposed Mick Howarth - Seconded by Cllr Brown - Unanimous)

ACTION: Cllr Brown

ii. Once a date and time is confirmed, promotion will be via the website, village magazine and Facebook page. The Clerk can prepare an advert.

ACTION: Clerk

NP24/29 Items for the next agenda

Index for the Plan
Confirming Core Visions and Objectives
Green Spaces Document

NP24/30 Date of the next meeting

January 2025 - exact date to be confirmed.

Close & Chairman's Signature

Meeting closed 20:57.

Signed by the Chairman.....

Date.....