

Arthingworth Neighbourhood Plan Advisory Committee Meeting

Zoom meeting held on Monday 28th September 2020

The meeting was recorded

Present:-

Gary Kirk (Your Locale),
Lynne Partridge (Clerk),
Lesley Sanderson (PC) - Chairman
Gary Lunt (MoP)
John Harris (PC)
Grace Harris (MofP)
Tony Sanderson (MofP)
Michael Kennedy (PC)

Apologies:-

Georgina Read (PC)
Sue Handy (PC)
Bernadette Kennedy (PC)

Appointment of Chair and Secretary:-

It was proposed (GL) and seconded (MK) that Lesley Sanderson be chairman of the Advisory Committee.
Lynne Partridge to take the role of secretary.

Declarations of Interest:-

GK explained that any declarations of interest would not prohibit a member taking part in any aspect of the plan but any interest must be formally recorded.
The document will be used by developers and the planning authority therefore it must be ensured that nothing in the document can be challenged.

Terms of Reference:-

GK explained that the group would be an advisory committee responsible to the Parish Council.
After discussion and clarification of some points LS proposed and the meeting agreed that the document be put forward to the Parish Council to be formally adopted at the next meeting.

ACTION – Clerk to add to the next PC agenda.

Draft Programme:-

GL suggested that a project plan with deadline dates should be circulated to ensure the momentum isn't lost.
GK agreed that this may be a good idea but that it would be better to get the work done thoroughly rather than keep to a strict timetable.

Funding Arrangements:-

GK will prepare the bids but these must be agreed by the PC and submitted within 15 days otherwise further costs will be incurred.

ACTION – Clerk to ensure the bid is agreed by the PC and submitted within the time frame.
The funding will be arranged in more than one bid. Funding for site assessment work can be left until a later date but an assessment on affordable housing needs should be included in an early bid.

The funding will be bid for as the costs are incurred and the invoices will not be submitted to the Parish Council until the funding is in place to ensure no costs will be incurred by the Parish Council.

GL requested a detailed funding proposal.

ACTION – GK to provide a detailed funding list but explained that at this early stage it was difficult to be precise about a budget as the needs of different villages can vary. The clerk to arrange a PC meeting to agree the detailed funding list.

A further discussion took place regarding the responsibilities of the Parish Council and it was felt by GL and AS that an amendment should be made to the Terms of Reference to make clear that funding etc. will be the responsibility of the Parish Council and not the Advisory Committee.

ACTION – GL suggested amendments to 2ii and 7C. LS agreed and that the amendment should be written by the Advisory Committee. The amended T of R to be circulated to parish councillors to be formally adopted at the next meeting.

Next Steps:-

A) Vision Statement:-

The document should include a statement showing how the Committee feels the village should look at the end of the process. This can include the housing needs for the village, preservation of the countryside etc.

ACTION – A group (TS and MK) should meet before the next meeting to discuss this and prepare a draft. LS has access to village photos.

B) Logo –

ACTION – GL to get a logo professionally designed.

C) Questionnaire:-

GK expressed the importance of this and suggested a group meet before the next meeting to form a draft questionnaire.

ACTION -GK to provide sample questionnaires from other villages to use as a template.

ACTION – A group (GH, JH, LS, GR) to meet to prepare a draft before the next meeting.

D) Land Ownership –

It needs to be established at an early stage who owns all the land in the parish as landowners will need to be contacted during the process.

E) Local stakeholders –

Local stakeholders also need to be identified.

ACTION – GK to provide a list of statutory stakeholders
The Committee to compile a list of local businesses etc.

F) Communication:-

It is important to keep the village informed of the Plan.

Also to maintain an efficient method of internal communication.

ACTION - The Zoom link to be included on the agenda to ensure all members of the public can have access.

The Agenda to be put on the PC website.

The minutes to go on the website and be circulated (LS) on the village email link.

G) History of the Parish –

This is important as an opening statement to the document. Perhaps about a page and a half with perhaps some old photos. This will enable the examiner to get a feel for the Parish when the Plan is scrutinised.

Any Other Business –

- 1) GL stressed the importance of starting the formation of the theme groups as soon as possible. There will be 3 groups – each needs a leader who can then form a group as necessary.
- 2) GL to forward a project plan with a list of dates.

Date of Next Meeting:-

The next meeting will be – date to be advised

Meeting closed at 8.22pm