

**Radcliffe-on-Trent Parish Council
Neighbourhood Plan Working Group**
Minutes of the meeting held in the Radcliffe Room, The Grange on Thursday 30th October 2014,
at 7.00pm

Present:

Radcliffe on Trent Parish Council: Jacki Grice – Parish Clerk, Hollie Thacker – Apprentice, Cllr Jo Spencer
Cllr Roger Upton – PC Chairman, Cllr Rod, Brears – Chairman Planning and Environment Committee
Nottinghamshire County Council: Cllr Kay Cutts
Rushcliffe Borough Council: Cllr Jean Smith, Phillip Marshall – Senior Planning Officer (technical advisor)
Residents: Sue Clegg, Martin Ryder, Maggie Holmes, Alison Williams, Paul Spencer, Tom Orridge

Apologies:

Radcliffe on Trent Parish Council: Sally Horn, Cllr Bill Sylvester
Local Business Representative: David Eggleston
Rural Community Action Nottinghamshire: Jenny Kirkwood

Absent:

Resident: Charlotte Phipps

1. Welcome

- Cllr Roger Upton welcomed and thanked everyone for attending the first meeting. A couple of announcements were made regarding the Shelford Gravel extraction proposal consultation forms and the latest statements from Tesco and their intentions for the Black Lion site.
- The differences between a Community Plan and Neighbourhood Plans were briefly outlined. Community Plans are living documents produced by the community that sets out its shared vision for the future and identifies key issues that need to be addressed within the local area and contains a series of community objectives (action plan).
Neighbourhood Plans are restricted to land use and development matters which once adopted will become part of the formal local development plan and will have significant weight in making decisions on planning applications. (Localism Act 2011 processes and regulations apply).

2. Declarations of Interest

- None received.

3. Introductions

- All present introduced themselves and gave brief details on their interest in this working group.

4. Terms of Reference

- All had been emailed the Terms of Reference which will take the form of:
 - Project Team / Working Group develop the plan in detail and carry out day to day operations.
 - Planning and Environment Committee receive a detailed progress report and approve any operational decisions.
 - Overseen and ratified by Full Council.

5. Strategic Overview

- All received the CPRE 'Guide to Neighbourhood Planning' Booklet. The following items were discussed:
 - Radcliffe on Trent is late starting this process compared to neighbouring East Leake and Keyworth who have benefitted from some grant funding which is no longer available.
 - Both East Leake and Keyworth representatives have offered advice and guidance about how much time this process can take (expected 2 -3 years) and specialist consultancy will be essential to support the limited resources the group has to offer, but this will come at a cost.
 - Neighbourhood Plans very much vary in their focus and this group needs to focus on what the priorities are for Radcliffe. Nottingham and Shelford Road developments are still a possibility.

- The vision document needs setting out early on and then the project plan/timetable and consultation schedule. These are the three key focus points needed for the draft Plan. (Phillip advised that changes are in the pipeline that could reduce the consultation requirements and timelines by 4-6 months.)
- The group would consider the draft vision document and email/bring comments to the next meeting, in the meantime the following was agreed. Sustainable Community Heading- addition "strong sense of identity, community, and history." Improved Village Centre Heading – addition "quality of the village centre and through traffic " Sport and Recreation to be added as a standalone heading due to future uncertainties of current provision. This statement should have no more than six policy headings.
- There are 4 – 5 basic conditions that the examiner would look for to ensure that these tests conform with the planning policy framework and the local plan.
- The Neighbourhood Plan would also require regard to 18 strategic policies and a sustainability appraisal report prepared.

6. **Relationship between Community plan and Neighbourhood Plan**

- A strong relationship between these two groups is required to ensure continuity and consistency and that the views of residents continue to be represented.
- The Community Plan is about to be published and a public open meeting is being held on 26th November 2014 7.30pm-9.30pm at the Methodist Church. Cllr Roger Upton would take the lead on a small stall at this event to promote the Neighbourhood Plan.

7. **Election of Chairman**

- Deferred until the next meeting.

8. **Election of Project Manager**

- Deferred as there may be further expertise within the community and the promotional stall at the Community Plan Open Evening may engage with someone with a suitable skill set and available time.

9. **Setting up a Website**

- The Clerk will investigate the possibility and costs of linking Neighbourhood Plan information to the ROTPC website, (estimated cost of £300 for a standalone but linked site) The Community Plan Committee is still considering their options with regard to a future sustainable website.

10. **Financial Issues**

- The Planning and Environment Committee has requested funds of £3,000 from the Councils budget for the next financial year. In the meantime the Finance Committee may consider a request for initial short term set up funds if necessary.
- There is one more round of grants left to run via Planning Aid and Locality up to £7,000. Written bids can be submitted from April 2015. The application needs to be strong and very clear on what the funds will pay for.
- Community consultation to gain the evidence for the policies may also incur costs.
- If the project is kept small and neat, the process will be quicker and easier and specialist consultancy fees may be achievable within the potentially obtainable grant funding.
- There was brief discussion on the benefits of producing the plan and section 106 / CIL Developer funding.

11. **Procuring a Specialist Neighbourhood Planning Consultant**

- In the first instance Cllr Jo Spencer would approach a Planning Officer who lives in the village to see if he can offer any support.
- A specification for the role of the project manager is required and ideally this person would live in the village.
- A Project Management group of 3-4 people was also put forward for consideration.
- Ultimately specialist support will be essential either by local volunteers or paid consultants.

12. **Date of Next Meeting**

- Thursday 27th November 2014, 7pm
- The meeting ended at 8.15pm

Approved by:.....Date.....