

Hallaton Parish Council

Neighbourhood Plan Advisory Committee

Minutes of the Hallaton Neighbourhood Advisory Committee Pre-Meeting held on Monday 3rd July 2017 in The Stenning Hall commencing at 7.30pm

Record of Attendance and Apologies

Attendees

Ms Linda Jones (Chair)
Mr. Chris Hicks
Mrs. Della Stones

Mrs. Kay Bogg
Mr. Chris Kilby

Mr. Peter Buckingham
Mr. John Morrison

In attendance – Rosie Warne – Clerk
Gary Kirk – Yourlocale

Welcome and Apologies for absence

Apology received and accepted from Marcus Roberts

Prior to the commencement of the meeting members introduced themselves and their interests in relation to the Neighbourhood Plan

NHP/1 Declaration of Interest

- **Ms Linda Jones** – Chair of HIST and Trustee of Leicestershire and Rutland Wildlife Trust
- **Mr. Peter Buckingham** - Works for Andrew Granger Estate Agents – can work on behalf of local clients or colleagues have a link to the village
- **Mr. John Morrison** – Fieldwork Group
- **Mr. Chris Kilby** – Chair of Fenwick Trust
- **Mr. Chris Hicks** – Works for Fisher German - Professional business and Vice Chair School

It is essential that Declarations of Interest are made at each meeting and updated as required

NHP/2 Membership

Gary Kirk advised that the membership of Hallaton NHPAC has achieved is a good size and a wide range of strengths. There will be a need, as the plan evolves, to include other members and this could be as part of the Theme Groups. Discussion took place regarding possible residents who could assist.

NHP/3 Communication with Parish Council

This Committee is a sub-committee of the Parish Council and it is essential to keep in mind that The Neighbourhood Plan will be a Parish Council document and will need to be approved and submitted by the Parish Council. There will be regular feedbacks and reports provided to the Parish Council. Copies of minutes will be shared with the Parish Council and Committee has two Parish Councillors as members.

NHP/4 Getting Started – general discussion

Gary Kirk gave an overview of the guide and how the process will evolve. The getting started stage is the 1st part of the plan and takes about 3 to 4 months. This is the point where background data is collected and Vision Statement is written and approved. Discussions need to take place regarding the use of a logo (yes/no) and some suggestions were put forward. It was agreed that a village questionnaire should be done early on in the process to start to involve residents and to gain their contributions. It is anticipated that the questionnaire will be ready for distribution in September 2017. The questionnaire will be kept to Neighbourhood Plan topics only and will be available as a hard copy document and online. There will also be an open event (run as a drop in session) again to engage with the community. Promotion is essential and need to access the expertise of residents.

Once the date of the open event is known Gary Kirk suggested that this would be a good time to start writing to stakeholders and statutory consultees. This would give them a chance to raise concerns and to provide essential information. Gary Kirk will draw up a list of statutory consultees and share this with the Committee.

Funding discussed and breakdown of how plan will be financed was provided. Funding covers everything but the Clerk salary and this will be covered by the Parish Council

NHP/5 Governance arrangements – Draft Terms of Reference

The Draft Terms of Reference was reviewed and minor amendments needed – Gary Kirk will undertake these amendments and then this amended document will be put before the Parish Council for approval at the July 2017 meeting.

Financial transactions will be listed as a separate agenda item and there will be a separate bank account for the NHP income and expenditure. All financial transactions will be monitored and processed by the Parish Clerk and payment will be approved at each Parish Council meeting and minuted accordingly. The bank account needs to have a cheque book facility and Chris Kilby will look into this.

It was agreed that members of the NHPAC would complete Register of Interest and Code of Conduct paperwork. Concerns rose about legal challenges and Gary Kirk advised that no-one will individually held to account and challenges would be via Harborough District Council

NHP/6 Draft Programme

This document gives a sequence of events and possible timescales. All these dates are subject to external influences and are fluid

Contact at Harborough District Council is Matt Bills – Green Spaces Officer. Harborough District Council has a duty to support the group and Gary Kirk advised that he felt that HDC were being very supportive. It is noted that once this document is fully approved that it will carry as much weight in planning and other decisions as the Local Plan

NHP/7 Next Steps

- Agreed next meeting will be an open meeting being held on 2nd August 2017 – fully advertise in Hare Pie, noticeboards and website
- Chris Kilby and Rosie Warne to finalize the funding application – agreed to meet Thursday 6th July 2017
- Gary Kirk will do the draft agenda for the next meeting
- There will be a need to start to prepare the Vision Statement
- Need to consider various Theme Groups

NHP/8 **Any other business:** None

NHP/9 **Date of future Meetings**

The next meeting will be hold on Wednesday 2nd August 2017 commencing at 7.30PM – this will be an open meeting

Next Meeting 2nd August 2017

Signed that the minutes are a true and accurate record

Chairman _____

Dated _____