

Baginton, Bubbenhall, Stoneleigh and Ashow

Joint Neighbourhood Plan - Steering Group Meeting

Thursday 17th December 2015 at 7:30pm

Baginton Village Hall

MINUTES

Present:

Baginton - Cllr Walter Bush, Cllr Steve Williams
Bubbenhall - Cllr Joanne Shattock, Cllr Wendy Harrison, Cllr Stephen Haynes
Stoneleigh & Ashow - Cllr Richard Hancox,
Kirkwells - Louise Kirkup

Apologies:

Baginton - Cllr Robert Taylor
Stoneleigh & Ashow - Cllr Sue Malone
Community - Mr David Ellwood
Specialist - Mr David Wintle

Minutes of the Last Meeting:

The minutes of the last meeting held on the 19th November were confirmed as an accurate record.

Welcome from the Chair:

Cllr Stephen Haynes chaired the meeting and thanked everyone for giving up their valuable time to attend. He went on to say that the objective of this meeting was to agree a plan to complete three work streams. Firstly the S&A inputs to the draft plan, secondly reach agreement on points raised in the draft plan by Kirkwells and thirdly agree a plan to deliver the informal consultation stage of the project.

Progress against Project Plan:

Stoneleigh & Ashow (S&A) Update -

- At a Joint Parish Council meeting on 10th December 2015 Stoneleigh and Ashow decided to remain as a partner in the joint neighbourhood plan as per the Memorandum of Agreement.
- Prior to the PC meeting Cllr Sue Croft had resigned as a Councillor and also decided to step down as a member of the steering group.

- After the PC meeting Cllr Hazel Fryer and Mr Robin Fryer announced that they wanted to stand down as members of the steering group.
- The PC nominated Cllr Sue Malone to become a member of the steering group but the other positions remain vacant at this time.
- The lack of representation from Ashow was acknowledged as a risk and there is a need to identify community members from Ashow willing to help.
- The priority now is for S&A to provide the required inputs for the draft neighbourhood plan. A discussion took place on how this could be achieved and a plan to complete the work emerged.
- David Wintle, David Ellwood and Will Blagburn to be approached to help write the required inputs. Stephen Haynes offered to assist where possible.

ACTION: S&A representatives to meet and forward local inputs/comments on the draft NP to Kirkwells. Target date - 08/01/16

Baginton Update -

- The production of local inputs for the draft NP has been completed and forwarded to Kirkwells within the target date.

Bubbenhall Update -

- JNPSG terms of reference approved by Parish Council.
- To raise community awareness an article had been prepared for the last edition of the villages newsletter. It was agreed to share the article with the other parishes.

ACTION: Copy of article to be forwarded to Baginton and S&A. Target Date: 18/12/15 **(Completed)**

Kirkwells Update -

- Circulated v3 of the draft NP for consideration and comment.

Financial Update -

- A spreadsheet showing income/expenditure was circulated prior to the meeting for consideration.
- Current position Income = £6k Expenditure = £2.4k Balance = £3.56k
- Next invoice from Kirkwells to be presented by the end of January.
- Discussion took place on the process to be followed in order to request a 'time extension' from Locality.

ACTION: Richard Hancox to ask S&A clerk to contact Locality and ask about the process to be followed in order to get a 'time extension' for spending the grant. Target date: 29/01/16

Draft Neighbourhood Plan v3 - Discussion Points:

- A process of reviewing specific sections of the draft neighbourhood plan (v3) was led by Louise Kirkup.
- The discussions focussed on the following areas:
 - o Planning Policy Context - Emerging Local Plan
 - o Planning Policy Context - 2.19 Princethorpe Project
 - o Vision and Objectives - Housing
 - o Vision and Objectives & General Policy - Green Belt
 - o General Policy - Traffic
 - o Village Design Statements - Baginton, Bubbenhall, Stoneleigh & Ashow
- After discussion agreement was reached on the revised wording for each section reviewed.
- The revised draft plan will need to be considered and approved by each PC at their January PC meeting.
- Because BPC has an early January PC meeting Steve Williams will produce a local version of the draft plan (v3a) solely for consideration and approval by BPC.

ACTION: Wendy Harrison to provide more written information on the Princethorpe Woodland Living Landscape Project. Target date: 08/01/16

ACTION: Louise Kirkup to amend draft neighbourhood plan incorporating the input from S&A and the changes from the review above.
Target date: 12/01/2016

ACTION - Each Parish Council to be asked to approve the revised version of the draft plan so that it can be signed off as ready for informal consultation.
Target Date: by 28/01/16

Communication and Engagement:

Informal Consultation -

- Utilising an outline plan recently emailed by Louise Kirkup to steering group members each PC is to produce a plan tailored to suit their local requirements and to effectively make best use of local opportunities.
- This plan will need to be considered and approved by each PC at its January PC meeting.
- Starting the Informal Consultation is dependant on the following inputs:
 - S&A submitting their inputs to the draft plan by the target date
 - Kirkwells issuing a revised draft plan by the target date
 - Each PC considering and approving the draft neighbourhood plan at its January meeting
 - Steering group members producing a consultation plan

for each individual PC to consider and approve at its January meeting

- Whilst there is some risk all present thought the above inputs were achievable by the 28th January 2016 which would allow the steering group to sign off this stage and begin informal consultation on 1st February 2016
- Louise Kirkup confirmed that informal consultation periods generally last 2-3 weeks and this is accepted as being best practice. She went onto confirm that all key stakeholders need to be consulted.
- It was agreed that the informal consultation period will last from 01/02/16 to 22/02/16.
- An 'executive summary is to be produced by Louise Kirkup.
- A press release and an 'all purpose' flyer is to be produced by Stephen Haynes.

ACTION: Each PC to produce, consider and approve a tailored informal consultation plan. Target date: 28/01/16

ACTION: Each PC to produce its own key stakeholder list and obtain contact details where appropriate. Target date: 28/01/16

ACTION: Louise Kirkup to produce an executive summary of the draft plan. Target date: 12/01/16

ACTION: Stephen Haynes to produce an 'all purpose' flyer and generic press release. Target date: 12/01/16

Kirkwells Information Request:

- Photos - These will help with the presentation of issues within the final document.
- Maps (OS) - Ordnance Survey Licence Number - a licence number covering the designated area would be useful.

ACTION: All to supply photos for use in the document and consultation material. Target Date: asap

ACTION: Stephen Haynes to contact OS. Target date: asap

Contact List - Changes

- Changes made following resignation and appointment of new S&A representatives.

ACTION: Stephen Haynes to circulate latest version of the contact list. Target date: 20/11/15 **(Completed)**

AOB:

The steering group discussed a series of questions raised by Richard Hancox on behalf of Will Blagburn a resident of Stoneleigh. The following answers were provided:

Q. "When S&A were producing their own neighbourhood plan following on from an initial questionnaire residents of Stoneleigh were expecting a second questionnaire in order for them to express their views"

A. A survey distributed in each Parish was used as a means of gathering initial views from residents when the joint neighbourhood plan project started. The informal consultation process will give residents another opportunity to put forward their views for consideration as well as allowing them to comment upon and influence the content of the draft neighbourhood plan.

Q. "All voting residents and businesses will have a vote in the referendum on the final NP but many will be voting for subjects that they neither know or care little about"

A. It is recognised by the steering group that this is a risk. Members of the steering group believe this risk to be low but in order to reduce the risk further the draft plan has been structured so that emerging policies and issues for each parish can be found together in one section of the document. This should help residents find the information that is relevant to them more easily and allow them to make an informed judgement in the referendum.

Q. "Will businesses in each parish be contacted and asked for their views"

A. Yes - all key stakeholders will be contacted and have the opportunity to have their say.

Date of Next Meeting:

Thursday 28th January 2016 1930hrs at Stoneleigh Village Hall (venue tbc)
