

**Draft Minutes of
BOTTFESFORD PARISH NEIGHBOURHOOD PLAN
STEERING GROUP MEETING**

7.30 p.m. Thursday 14th July 2016 – Old School

Present:

Steering Group Members

Bob Bayman (BB) - Chair
David Wright (DW) - Vice Chair
Richard Simon (RS) - Clerk
Colin Love (CL)
Susan Love (SL)
Cob George (CG)

Helpers

Anne Ablewhite (AA)
Kathy Sparham (KS)
Val Lever (VL)

Visitors - Mr. and Mrs. R Pacey

1. Welcome and Introductions

The Chair welcomed attendees to the meeting.

2. Apologies for absence

Pru Chandler, Annie Newman, Richard Coombs, Alan Gough, Karen Gough, Bob Sparham, Bob Lockey, Heather Shephard, John Preston

3. To confirm and agree minutes of the meeting 23rd June 2016

The minutes were agreed, proposed by DW and seconded by CL

4. Matters arising and actions from those minutes

SL commented that as the green space on the Belvoir Road development had been identified as Public Green Space in the planning Consent this space should be listed with other green space in the Parish. This was agreed.

5. Declarations of Interest

None

6. Review of Timing Progress by RCC

John Preston of RCC had sent a program based on the completion of the Pre submission Neighbourhood Plan in September. The content was read out by the Chair and the fact was stressed that this was to consult with the whole Parish and comments received would be considered for inclusion in the final Neighbourhood Plan. While RCC will review the returns at present the returns were planned to go to the Parish Office.

CL raised the issue of a specific email address for the returns and to advise the Clerk that there may be a lot of extra mail, both hardcopy and email, during the 6 week consultation. It was repeated and agreed that all returns must include the name and address of respondent.

Discussion then covered the publicising of the Neighbourhood Plan which included posters, parish notice boards, Grantham Journal and Village Voice. Given the work still to be done and the short timescale with holidays in between, it was felt that we should not be specific over the date of issue but advertise in the form of *Look out for this dropping through your letterbox.*

DW said he would be seeing James Beverley on the 15th July to check progress on MBCs comments on the chapters we had submitted. There was concern that MBC has said that the only NP that had influenced the Local Plan was Asfordby's when our draft had been submitted in June.

The Chair asked if the writing group needed any help and assistance with the layout and insertion of illustrations was requested. The Chair knew of someone that could help.

It was again agreed that the document be in black and white with colour only included for clarity. DW asked that illustrations be included for added interest and the Chair cited the standard of the Residents Questionnaire as the benchmark.

The timing plan was discussed and it was agreed to set up target dates to ensure the document was completed in time.

SL said that the document would also have to go to Statutory Consultees, Chair commented that RCC would know of these and be able to distribute, in the main, by email.

KS asked if the map of the sites could be bigger than that in the Resident's Questionnaire and that was agreed.

CL said we should check when and if the Printer was away.

The next Parish Council meeting is on the 8th August and the Timing Plan will be put to the PC on that date.

7. Report on Rectory Farm workshops

There have been no Workshops since the last report. RS contacted the Agent and he was to meet Stefan Kruczkowski by the end of July and agree a further workshop which may be the last in this series. The Chair asked if a further series of Workshops was possible as and when the scheme proceeds.

8. Site Development Updates

Four homes, (two pairs of semi-detached properties) on Grantham Road in front of the proposed Daybell development, had received planning consent.

DW stated that a Full Council meeting at MBC was to be held on the 20th July with The Local Plan on the agenda. It was pointed out that there could be implications for our Neighbourhood Plan.

Representatives from the Steering Group would attend.

9. Parish Council update.

There had been no update at the last PC meeting but a request had been made for the Neighbourhood Plan to be a regular agenda item in future.

A meeting had been called by the Parish Council Chair, Julia Tobin, on the 28th for an update on the Neighbourhood Plan. The invitation was to the Parish Council, Neighbourhood Plan Steering Group and Bob Sparham and Friends.

The Chair said he had yet to speak to Julia Tobin about it so comments were only on the basis of the written communication. However he had two concerns.

a) The Steering Group reports direct to the Parish Council on a formal basis, it was not clear what status the meeting had, as to be formal the full Council should be requested to attend and the proceedings minuted.

b) The Steering Group represents the parish and will not be discussing the issues with any particular group. CL proposed a proper discussion with the Steering Group and Parish Council to inform them of progress and how we had formulated the content of the Neighbourhood Plan.

AA was asked if she knew the background to the meeting and she said that Julia would like to know what is going on.

Comments were made to the effect that the PC get all of our minutes and reports so should be informed particularly as several of the PC are also Steering Group members or helpers.

CG was concerned that this meeting should not be held as it will hold up the process, the SG agreed that the next consultation will be with the issue of the Pre submission Neighbourhood Plan which gives everyone in the Parish the chance to comment and decide rather than just one particular group. BB said that it would not hold up the process.

CL said that any group or individual could ask to speak to the PC Chair.

KS was asked if she knew the background to the meeting and responded that she was not aware of the meeting.

SL said that 'None of the group writing the draft plan would attend the proposed meeting, but that SL would be happy to see Julia informally to clarify any issues that she had following her meeting with 'BS and Friends'.

BB said that he would discuss the meeting with Julia Tobin.

10. Progress report on the Bottesford Parish Neighbourhood Plan

RS reported that the group continues to meet and good progress had been made with the Plan. About 60 pages had been drafted out in the sections below and sent to the Parish Council and James Beverley at Melton Borough Council for comment.

Introduction
Planning Framework
Consultation
Building and Development
Rejected sites (in Supporting Information)
Environment and sense of arriving in a place
Protected Space

History and Context section was almost finalised and had not been included with the chapters sent to MBC and PC. The current work was on Policies and collating and including data from the Stakeholder consultation and questionnaires

The main text would be followed by the appropriate appendices, references and glossary and supporting information will be provided for reference in the Library. The supporting information would include, for example, the detailed reports of meetings and consultation not essential to the Plan. It was again clarified that the Neighbourhood Plan document would contain all the information necessary to enable residents to decide whether they were in agreement with the proposals, or not.

RS said the intention was to issue the pre submission Neighbourhood Plan to all households in the Parish in September when most of the absences due to summer holidays would be over. The Chair asked if delayed feedback from MBC had been a problem, RS said no because we had been able to continue with other areas. CL said that if there were lots of changes to be made following James Beverley's review that may cause delays. By the time of the next Steering Group the document would need to be complete to meet the time plan.

11. Agenda items and date of next Steering Group Meeting

Timing Plan Progress
Response of Parish Council to NP
Response of James Beverley to NP

The next meeting will be on the 24th August at 7.30 pm in the Old School

12. Any other business

DW raised a note from Emma Fawcett at MBC asking for confirmation of employment in the Parish as part of a query across the Borough, DW to check.

Confirmed dates for 2016

All at 7.30 in the Old School

Wednesday 24th August
Wednesday 21st September
Wednesday 26th October
Wednesday 23rd November
Wednesday 14th December

Circulation list:-

Bob Bayman, David Wright, Richard Simon, Colin Love, Susan Love, Pru Chandler, Peter Darlow, Collette McCormack, Cob George, Anne Ablewhite, John Tobin (for Will Tobin), Alan and Karen Gough, Richard Coombs, Bob Lockey, Chris Greasley, Mark Taylor, Mark Longden, Alan Summers, Sharon Roscoe, Jean Reavley, Annie Newman, Dermot Daly, John Preston, Roger Pacey, Carl and Karen Afonso, Bud Hart, Connor Bufton, David and Joyce Slater, Heather Shephard, Yvette Smith, Ray Flanders, Sallyann Watson, Peter Sheardown, James Goodson, Mike Roberts, Andy Norris, Neville Spick, Barry Priestley, Neil Fortey, Don Pritchett, Leigh Donger, Alistair Raper, Dilys Shepherd, Miriam Forsey, Heather Stokes, Mr and Mrs K Palmer, Alison Reynolds, Susan Meech, Val Lever, Tom Parry, Allan Mulcahy, Bob Sparham, James Beverley, Simon Bladon, Kathy Sparham, Brian Attwood, Kathryn Price R Solomon, John Stapleton, Steve Ryan, Craig Eaton