

**MINUTES** of a meeting held at **7.30 pm on Tuesday, 23<sup>rd</sup> June 2015****Venue:** Bank House, Stratford Road, Harvington**Present:**

Chris Haynes	Chairman
Gill Smith	Local Facilities and Leisure Group (standing in for Jenny Grey)
John Colebrook	Parish Council and Business Group
Chris Rushworth	Housing Group
Andy Tooth	Treasurer
Kathy Haynes	Admin and PR
Bill Burford	
Clive Allen	
Maureen Hall	Secretary, Parish Council and Environment Group

**1. Introductions**

Each member present introduced themselves, with a brief resumé of their experience and involvement in the Parish. It was noted that no-one from the Transport Group was in attendance, and some confusion as to whether it was Les Hancock or Andrew Muir. Chris Haynes undertook to contact them and find out. There was also a request for a 'Members' Contact Details' List.

**2. Constitution**

- 2.1** Chris Haynes summarised the background to establishing the Constitution for the Neighbourhood Plan Steering Group, and its role with regard to the Parish Council, the District Council and the Working Groups. It had been set up as a Community Organisation rather than as a sub-committee of the Parish Council, in order to give more autonomy of action.
- 2.2** Its purpose is to deliver a draft Neighbourhood Plan to the Parish Council, who then submit it to the Planning Inspectorate and see the process through to completion.
- 2.3** Funds are held by the Parish Council, in a separate account administered by the Parish Clerk, who will release moneys to the Treasurer of the Steering Group as required. It is not necessary for approval to be sought from the Parish Council for release of these funds.
- 2.4** In order to keep the Parish Council informed as to progress, the Secretary to the Steering Group will provide the Parish Clerk with minutes of meetings.
- 2.5** All members of the Steering Group are covered by the Parish Council's Legal Indemnity. It was noted that, in order to minimise possible problems, individual members should not enter into any discussions with interested parties, but should refer them to the Steering Group Chairman, who would then invite them to discuss their views with the full Committee.
- 2.6** The Chairman is entitled to co-opt further members into the group as necessary, in order to widen the skill-base.
- 2.7** The problems of 'Conflict of Interest' were discussed. It was decided that if any member considered that they might have a 'disclosable interest' this should be declared and minuted, *and where appropriate a dispensation granted to permit that member to take part in discussions.*

**2.8** Concern was expressed that there was no representative from the Harvington business community in the group. The Chairman explained that an event was planned for the Autumn which would be especially aimed at local businesses and landowners, and it was hoped that a volunteer would come forward at that time to represent this sector of the community.

### **3. Support from Wychavon District Council**

**3.1** The Chairman has had discussions with Andrew Ford, the Planning Officer appointed by Wychavon DC to oversee and assist with Neighbourhood Planning, to ensure that Harvington is conforming to the process requirements. Mr Ford confirmed that this was so.

**3.2** Andrew Ford is the person to approach if any of the Working Groups need any data or information which can be provided by the District or County Councils, but this should be done through the Chairman of the Steering Group.

### **4. Production of Neighbourhood Plan**

#### **4.1 Time Scale**

It is expected that the whole process should take between eighteen months and two years. Consultations should be held towards the end of 2015, with the final document being ratified by the Parish possibly in conjunction with the May 2017 local elections.

#### **4.2 Structure**

The Survey will consist of two parts: one for residents in the Parish, and the other for Businesses.

#### **4.3 Detailed Work Plan**

It was decided that Chris Haynes, John Colebrook and Chris Rushworth would produce a 'Project Plan' for submission to the Steering Group at the next meeting. Chris Haynes would check out software available to help with this.

#### **4.4 Finance**

**4.4.1** There is a fund of £8000 available from Wychavon District Council.

**4.4.2** It was reported that the Parish Council has also budgeted for £5000 to go towards supporting the Neighbourhood Plan in the current financial year.

**4.4.3** Funding is also available through an organisation called 'Locality', which works closely with various partners to provide funding for local projects. Harvington was granted funds to assist with the Neighbourhood Plan in 2014, but had to return them as no expenditure had been incurred during that financial year.

**a)** Chris Haynes reported that he had reapplied and expected funding to be granted for the current financial year.

**b)** Funds can either be applied for in full, or in tranches to cover specific costs. It was decided that the latter course would be the most appropriate, to avoid the problems of having to return any moneys unspent by the end of the financial year.

**4.4.4** Working Groups should be asked to notify the Steering Group as soon as possible of any major items which will incur expenditure. This could include things such as an Equalities Impact Assessment; a Housing Needs Assessment; an Environmental Survey; etc.

### **5. Appointment of a Consultant**

**5.1** It is not necessary to appoint one Consultant to cover the entire process: individual Consultants can be employed to cover various areas according to their skills.

**5.2** The question was raised as to whether the Steering Group should appoint a Consultant to help formulate the Survey Questions. After some discussion it was decided that this would be useful, as it would help to ensure that the best possible results are obtained, and that strict impartiality is observed.

**5.2.1** It was suggested that 'The Village Design Statement Policy Plan' software could be of use in helping us formulate the draft plan to present to the Consultant, and Bill Burford undertook to try to get hold of a copy.

**5.2.2** It was suggested that a Consultancy which worked with Gloucester University may be able to assist with this, and Bill Burford undertook to approach them to find out (a) whether they did undertake this type of work, and (b) how much they would charge.

**5.5.3** The Brief to be presented to the Consultant was discussed. It was felt that the Working Groups should provide the Steering Group with draft questions in the areas for which they require feedback from the Parish. The Steering Group would then consolidate these into a draft document from which the Consultant could work.

**5.5.4** Working groups should be reminded that questions should be relevant to the Planning Process, and that a time limit should be set for questions to be submitted to the Steering Group. To help with this process, a copy of the Village Plan software will be provided to each Working Group to assist them with identifying relevant issues and the type of questions to be asked.

**5.5.5** Whilst the Groups are working on producing relevant questions, the Steering Group sub-group of Chris Haynes, John Colebrook, Chris Rushworth and Bill Burford, will put together the rest of the draft Brief for the Consultant.

## **6. Research required by Working Groups**

See 4.4.4

## **7. GIS Mapping**

There was some discussion as to what type of software should be used for this. There were several free programmes available on the Web. It may be possible to access 'ArcView' through Bill Burford, and he undertook to investigate this and also to look at other programmes to ascertain which software would be most useful for this exercise. The software would be accessible to all volunteers via the NP Website. A Webserver is already available to host this and other data analysis tools.

## **8. Consultations**

It was felt that the following groups should be consulted in order to ensure a wide range of input into the Plan from the locality.

- Public
- Statutory Bodies
- Housing Associations
- Businesses and Home Workers
- Voluntary and Charity Organisations
- Landowners and Developers

The Secretary (Mo Hall) would put together a list of Housing Associations before the next meeting.

## **9. Any Other Business**

There were no matters raised.

**10. Steering Group Meetings**

It was decided that the Steering Group should meet on the first Monday of each month.

The first meeting would be on Monday, 6<sup>th</sup> July.

The Briefing Group will meet on Friday, 3<sup>rd</sup> July.

The meeting closed at about 9.30 pm

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