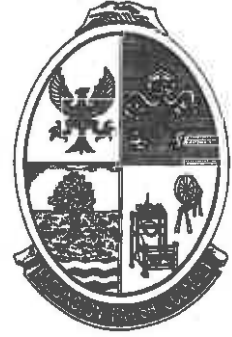


**RUDDINGTON
PARISH COUNCIL**

St. Peter's Rooms, Church Street,
Ruddington, Nottingham. NG11 6HA



Neighbourhood Plan Project Team Meeting

Date: Wednesday 6th December 2017
Commencing at 7:30pm.

Venue: Elms Park
Loughborough Road

You are requested to attend a meeting of the above Sub-Committee which is to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the agenda below. The order of business may be changed.

Please note: This meeting will be recorded.

Clerk to the Council

AGENDA

1. Apologies for absence
2. Declarations of members' interests and dispensations from non-participation
3. To confirm the minutes of meeting held on 20th November 2017
4. Neighbourhood Plan Presentation – A presentation delivered by Rural Community Action Nottinghamshire(RCAN)
5. Project Team Questions – An opportunity for the Project Team to ask questions regarding the presentation
6. MOTION FOR ADJOURNMENT - during the adjournment members of the public may ask the RCAN representative questions regarding Neighbourhood Plans or make statements on agenda items – The adjournment will be limited to 30 minutes
7. Terms of Reference – Formal adoption of Terms of Reference
8. Action List Update (encl.-)
9. Neighbourhood Plan Contents – To decide on the areas the plan should concentrate on
10. Next Steps – To decide what the next steps taken will be
11. Date of Next Meeting

RUDDINGTON PARISH COUNCIL

Minutes Neighbourhood Plan Project Team meeting

Held at Elms Park on Monday 20th November 2017 at 7.30 p.m.

PCO =
Parish
Council
Office

Membership

Mrs Y Lishman - Chairman
M Pinks – Secretary
P Reedman – Project Manager
Mike Ader
Tom Anderson
Helen Beal
Jennifer Boniface
Tom Flint
Cath Haywood
Joanna Jagiello
Peter Johnson Marshall
Sarah Robertson
Johnathan Smith
Gavin Walker
Ian Wilson

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

C Dorans Parish Clerk
4 members of the public

NP. 17/11/01 Apologies for Absence

None

NP. 17/11/02 Election of Chairman

Resolved that: Mrs Y Lishman was elected as Chairman

NP. 17/11/03 Election of Secretary

Resolved that: M Pinks was elected as Secretary

NP. 17/11/04 Election of Project Manager

Resolved that: P Reedman was elected as Project Manager

NP. 17/11/05 Declaration of Member's Interests and Dispensations for non-participation

None declared

NP. 17/11/06 Motion for Adjournment

No members of the public wished to speak

Committee in Session

NP. 17/11/07 Terms of Reference

Some minor changes to the wording for clarity and to bring the terms of reference into line with the Council's Standing Orders in terms of the agenda issuing were suggested. Mark Pinks to make amendments prior to The Clerk submitting them to Parish Council for approval.

It was confirmed that Data Protection & Freedom of Information responsibilities are the responsibility of the Parish Council and that as the Project Team is a subcommittee of the Parish Council it will be unable to apply for grants or funding as a non-statutory body.

MP
PCO

NP. 17/11/08 Summary of Progress

The Project Manager delivered a verbal report on the progress made culminating in the appointment of the Project Team. The individual team members introduced themselves to the rest of the team at this point.

NP. 17/11/09 Consultation

After discussion it was agreed that The Clerk would send the Team members The Locality Neighbourhood Plan Roadmap and Radcliffe Parish Councils' Neighbourhood Plan and arrange for the Rural Community Action Nottinghamshire (RCAN) to give a Neighbourhood Plan presentation to enable the Project Team to make decisions regarding how to proceed.

PCO

NP. 17/11/10 The Neighbourhood Plan Contents

Gavin Walker was to produce a list of approximately 20 topics the Neighbourhood Plan could contain. It would be circulated to the Project Team with each Team member choosing 10 items prior to the next meeting to see where the areas of common ground lay.

GW

NP. 17/11/11 Neighbourhood Plan Production

This item was deferred to a future meeting

NP. 17/11/12 Media Strategy

Resolved that: Joanna Jagiello to be added as an admin of the Facebook page. Mark Pinks to set up a Twitter page. Tom Anderson to investigate & The Clerk be delegated to authorise payment for a domain & mailboxes for the Project Team. The Clerk to arrange for a Neighbourhood Plan page on the Parish Council website initially. Gavin Walker to suggest

PR
MP
TA
PCO
GW

a suitable logo.
NP. 17/11/13 Budget/Funding

Mark Pinks to investigate how much was spent by Radcliffe, Keyworth & East Leake on producing a Neighbourhood Plan and to get a breakdown and number of years it took if possible.

Resolved that: A provisional budget of £20,000 expenditure be submitted to Parish Council providing that this was roughly in line with other Parish Councils' expenditure. The Clerk be given delegated responsibility to amend this figure upward if necessary.

Date of Next Meeting: 6th December 2017 7.30pm Elms Park
Meeting closed at 9.16pm

MP
PCO

Committee Chairman

Neighbourhood Plan Project Team Meeting Action List		Agenda Item 8 Updated to 27th November 2017
<u>NP. 17/11/07 Terms of Reference</u>		
Take revised version to Parish Council for approval	PCO	On agenda for 28 th November 2017
<u>NP. 17/11/09 Consultation</u>		
Send The Locality Neighbourhood Plan & Radcliffes Neighbourhood Plan to Team Members	PCO	Complete
Arrange for a presentation from RCAN for the next meeting	PCO	Arranged for 6 th December 2017
<u>NP. 17/11/10 The Neighbourhood Plan Contents</u>		
List of approx. 20 topics to be circulated to team members	GW	
<u>NP. 17/11/12 Media Strategy</u>		
Joanna Jagiello to be added as an admin of the Facebook page	PR	Complete
Twitter Page to be created	MP	
Domain & Mailboxes to be sourced	TA & PCO	
Create a Neighbourhood Plan page on the Parish Council website	PCO	
Create a logo	GW	
<u>NP. 17/11/13 Budget/Funding</u>		
Investigate how much it cost Radcliffe, Keyworth & East Leake to produce a Neighbourhood Plan	MP	Complete
Submit a provisional budget of £20,000 for Neighbourhood Plan	PCO	On agenda for 30 th January 2018

PCO = Parish Council Office

GW = Gavin Walker

PR = Paul Reedman

MP = Mark Pinks

TA = Tom Anderson

Summary Comparison

Parish	Keyworth	Radcliffe on Trent	East Leake
Cost	£20,000 (mostly on consultant)	£8800 (£7900 grant, £900 Parish funds)	£8000 (Grants of £5000, £2000, £1000)
Duration	4 years	3 years	3 years
Consultant	Urban Imprint, Macclesfield (http://urbanimprint.co.uk/)	Urban Imprint, Macclesfield (http://urbanimprint.co.uk/)	None?
Number of pages	86	49	66
Number of policies	23	15	20
Notes	<p>Keyworth's was much more expensive because they conducted their own surveys (with a consultant) of Green Belt sites for housing, inline with the Local Plan.</p> <p>Internal political issues delayed progress..</p>	<p>Urban Imprint did most of the work, including facilitation of consultations and plan compilation. Highly recommended.</p> <p>Other consultants providing quotes: Globe, Lincoln (http://www.globiconsultants.co.uk/) Planit-X, Melton (http://www.planit-x.co.uk/)</p>	<p>East Leake did most of the work themselves. In hindsight, they'd have employed a consultant to secure grants, run the consultations, and compile the plan.</p>

Policy Comparison

Policy Group	Keyword	Radcliffe on Trent	East Leake
Housing	<ul style="list-style-type: none"> Housing Strategy Type and Tenure Design Requirements for New Development 	<ul style="list-style-type: none"> Residential Development Strategy Infill Development Housing Mix and Density Business & Enterprise (<i>no separate 'Economic' policy group</i>) 	<ul style="list-style-type: none"> Number of New Homes and Relationship to Infrastructure Phasing of New Housing Types of New Homes Built for Sale Issues of Building Standards and Design (2 policies) Suitability of Sites for General Housing
Economic, Business, Employment	<ul style="list-style-type: none"> Major employment site Other employment schemes Entrepreneurial Enterprises 	None (<i>see 'Housing'</i>)	<ul style="list-style-type: none"> Encouraging Retail Outlets and Services within the Village Centre Support for Small and Start-Up Businesses and those Working from Home Support for Existing Large Employment Site
Transport, Traffic	<ul style="list-style-type: none"> Sustainable Modes Highways and Access Parking Standards 	<ul style="list-style-type: none"> Pedestrian Focused Development Public Transport Railway Station 	<ul style="list-style-type: none"> Better and safer routes for pedestrians and cyclists (2 policies) Support for Public Transport
Environment	<ul style="list-style-type: none"> Green and Blue Infrastructure Protection of the Environment 	<ul style="list-style-type: none"> Local Green Space Biodiversity Network Local Leisure Provision (<i>no separate 'Leisure' policy group</i>) 	<ul style="list-style-type: none"> Containment of the Built Environment Preservation of Wildlife and Rural Heritage Green Spaces (2 policies)
Village Centre	None	<ul style="list-style-type: none"> Village Centre First Public Space Main Road Regeneration Area 	<ul style="list-style-type: none"> Priorities for Land Use in the Village Centre Improvements to the area of the Gotham Road/Main Street T-Junction
Leisure, Recreation	<ul style="list-style-type: none"> New and Existing Open Spaces and Parks Improved Pedestrian and Cycle Access 	None (<i>see 'Environment'</i>)	<ul style="list-style-type: none"> Playgrounds and Playing Fields Allotments
Conservation, History, Heritage	<ul style="list-style-type: none"> Public Realm (Within the Conservation Area) Conservation Area Building Design Key Views Heritage Assets 	<ul style="list-style-type: none"> Design and Layout Local Architectural Styles 	None
Facilities	<ul style="list-style-type: none"> Protection and Enhancement of Community Assets New Community Facilities Design of Community Buildings 	None	None
Shops, Retail	<ul style="list-style-type: none"> Active Retail Frontages Public Realm in Retail Areas Design of Shop Fronts 	None	None