

**RUDDINGTON  
PARISH COUNCIL**

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



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**Neighbourhood Plan Project Team Meeting**

**Date:** Tuesday 4<sup>th</sup> December 2018  
Commencing at 7:30pm.

**Venue:** St Peter's Rooms  
Church Street

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.**

A handwritten signature in black ink, appearing to read 'S. Doran'.

Clerk to the Council

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**AGENDA**

1. Apologies for absence
2. Declarations of members' interests and dispensations from non-participation
3. To confirm the minutes of meeting held on 16<sup>th</sup> October 2018
4. MOTION FOR ADJOURNMENT - during the adjournment members of the public may make statements on agenda items
5. Action List Update (encl.-)
6. Update of activities since the meeting on 16<sup>th</sup> October 2018
7. Consultation on draft outline Vision, Objectives & Emerging Policies – To decide whether to organise any more events to push for more responses to the consultation
8. Draft Gotham Neighbourhood Plan Consultation – To decide whether to submit a representation to the Gotham Draft Neighbourhood Plan Consultation
9. Budget Request for 2019/20 – To decide how much will be required in the budget.
10. Collation of Emerging Policies Responses – To decide how/who to collate the responses
11. MOTION FOR ADJOURNMENT - Question & Answer Session (Maximum length 30mins)

## 12. Date of Next Meeting

RUDDINGTON PARISH COUNCIL

**Minutes of the Neighbourhood Plan Project Team meeting**  
Held at St Peter's Rooms on Tuesday 16<sup>th</sup> October 2018 at 7.30 p.m.

Action

PCO =  
Parish  
Council  
Office

**Membership**

	P Reedman	Chairman & Project Manager
	M Pinks	Secretary
	Mike Ader	
	Tom Anderson	
	Helen Beal	
A	Jennifer Boniface	
	Tom Flint	
	Martin Brownett	
A	Joanna Jagiello	
	Peter Johnson Marshall	
	Jonathan Smith	
	Gavin Walker	
A	Ian Wilson	

Persons absent are marked 'A'

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

Also in Attendance

Claire Dorans          Parish Clerk  
No members of  
the public

NP. 18/10/01 Apologies for Absence

Apologies for absence were received from Jennifer Boniface, Ian Wilson & Joanna Jagiello

NP. 18/10/02 Declaration of Member's Interests and Dispensations for non-participation

None declared.

NP. 18/10/03 Minutes

The minutes of the meeting held on 4<sup>th</sup> September 2018, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

NP. 18/10/04 Motion for Adjournment

No members of the public were present.

**Committee in Session**

NP. 18/10/05 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Project Team members provided further updates to the Action List, the Project Team noted this information.

NP. 18/10/06 Update of activities since 4<sup>th</sup> September 2018

The review of the draft outline Vision, Objectives and Emerging Policies had been completed by the Consultancy Focus Group and amendments had been requested from Urban Imprint.

Paul Reedman had sent the words that were agreed upon by the Project Team for the Draft Vision and would request the completed statement from Urban Imprint.

Urban Imprint had stated that the Project Team were consultees individually as well and if any additions were required to the Spatial Strategy it could be done through the next consultation event.

PR

NP. 18/10/07 CIL Consultation

**Resolved that:** the representation should include a comment regarding the lack of charge for apartment blocks, this would potentially encourage high density building in rural areas. It should also express that the zone should not have been changed for Ruddington from £100/m<sup>2</sup> to £40/m<sup>2</sup>. Additionally it was thought the Regulation 123 list could be more comprehensive.

NP. 18/10/08 Consultation Event

Urban Imprint had sent questions in relation to the planned event and start of the consultation period.

**Resolved that:**

- the traffic light system would be used.
- There would be a Survey Monkey created and a printed copy available from the Parish Office and at the Consultation Event on 10<sup>th</sup> November.
- The consultation would start on 3<sup>rd</sup> November, and would run for 6 weeks until 15<sup>th</sup> December.

- Paul Reedman was to ask Urban Imprint who was to print the boards required for the event. PR
- There was to be an 'Ask the Experts table'
- Urban Imprint would be asked to provide something of interest for children PR
- Tables and chairs were to be provided for visitors to sit at during the consultation event
- The Marketing & Engagement Focus Group were given delegated authority to approve the questionnaire design MEFG
- Paul Reedman was given delegated authority to approve the boards for the consultation event PR
- CIL consultation would not take place at the same time
- Mark Pinks was to produce an article for The Rudd MP
- Posters were to be produced – Jo Jagiello was to be asked if she could assist with the design MP

NP. 18/10/09 Motion For Adjournment Q & A Session

No members of the public present

Date of Next Meeting: 4<sup>th</sup> December 2018 7.30pm St Peters Rooms  
Meeting closed at 8.40pm

Committee Chairman

<b>Neighbourhood Plan Project Team Meeting Action List</b>		<b>Agenda Item 5 Updated to 27<sup>th</sup> November 2018</b>
<p><u>NP. 18/07/11 Update from Marketing &amp; Community Engagement Focus Group</u></p> <p>It was agreed that the focus group would write an article for The Rudd using some of the consultation result statistics.</p>	MCEFC	Complete
<p><u>NP. 18/09/06 Survey Responses</u></p> <p><b>Resolved that:</b> the survey results would be published on the Neighbourhood Plan website.</p>	MP	Complete
<p><u>NP. 18/09/07 Update of activities since the meeting on 3<sup>rd</sup> July 2018</u></p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>1. Paul Reedman would request an example Design Guide form Urban Imprint;</li> <li>2. Paul Reedman would ask Urban Imprint how Policy D4 could be broadened to support community-led development;</li> <li>3. The next consultation event could be used to ask the community for a list of priorities for Section 106 and CIL spending;</li> <li>6. The Consultancy Focus Group will review the Spatial Strategy and return comments to Urban Imprint.</li> </ol>	<p>PR</p> <p>PR</p> <p>All</p> <p>CFG</p>	<p>Complete</p> <p>Complete</p> <p>After consideration it was decided not to proceed with this</p> <p>Complete</p>
<p><u>NP. 18/10/06 Update of activities since 4<sup>th</sup> September 2018</u></p> <p>Paul Reedman had sent the words that were agreed upon by the Project Team for the Draft Vision and would request the completed statement from Urban Imprint.</p>	PR	Complete
<p><u>NP. 18/10/08 Consultation Event</u></p>		

<b>Resolved that:</b> <ul style="list-style-type: none"> <li>• Paul Reedman was to ask Urban Imprint who was to print the boards required for the event.</li> <li>• Urban Imprint would be asked to provide something of interest for children</li> <li>• Mark Pinks was to produce an article for The Rudd</li> <li>• Posters were to be produced – Jo Jagiello was to be asked if she could assist with the design</li> </ul>	PR	Complete
	PR	Complete
	MP	Complete
	MP	Complete

PCO = Parish Council Office  
 Community Engagement Focus Group

MA = Mike Ader  
 CFG = Consultants Focus Group

HB = Helen Beal

MCEFG = Marketing &  
 GW = Gavin Walker

TA = Tom Anderson

JB = Jennifer Boniface

TF = Tom Flint

PR = Paul Reedman

JJ = Joanna Jagiello

JS = Johnathan Smith

IW = Ian Wilson

MP = Mark Pinks

PJM = Peter Johnson Marshall

When telephoning, please ask for : **Planning Policy**  
Telephone no : **0115 981 9911**  
Email: **localdevelopment@rushcliffe.gov.uk**  
Our Reference : JK/875.14  
Your Reference :  
Date : 15 November 2018



Rushcliffe Community  
Contact Centre  
Rectory Road  
West Bridgford  
Nottingham  
NG2 6BU

Dear Sir/Madam

**DRAFT GOTHAM NEIGHBOURHOOD PLAN CONSULTATION**  
**Consultation deadline: 5pm on Friday 4 January 2019**

Gotham Parish Council has submitted the draft Gotham Neighbourhood Plan to Rushcliffe Borough Council in accordance with regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

The Gotham Neighbourhood Plan contains local objectives and planning policies which the Borough Council will use when considering planning applications within the parish. The Borough Council is now required to publicise the draft neighbourhood plan for six-weeks and invite representations to be made during this period.

Following the consultation, the draft neighbourhood plan and all representations received will then be considered by an independent examiner. This has to happen before the plan can be approved and a referendum for the plan held.

The consultation documents are as follows:

- Gotham Neighbourhood Plan Submission Draft, June 2018
- Statement of Basic Conditions, June 2018
- Consultation Statement, June 2018 (accompanied by Rushcliffe Borough Council comments on draft Neighbourhood Plan)
- Habitats Regulations and Strategic Environmental Assessment Screening Exercise V1.2, October 2018

All of these documents are available to view:

- On the Borough Council's website at:  
[www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning](http://www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning)
- At Rushcliffe Community Contact Centre, Rectory Road, West Bridgford, Nottingham, NG2 6BU (during normal opening hours); and
- At Gotham Library, Memorial Hall, Gotham (during normal opening hours)

**In person**  
Monday to Friday  
8.30am - 5pm  
First Saturday of  
each month  
9am - 1pm

**By telephone**  
Monday to Friday  
8.30am - 5pm

**Telephone:**  
0115 981 9911  
**Email:**  
customerservices  
@rushcliffe.gov.uk

[www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)

**Postal address**  
Rushcliffe Borough  
Council  
Rushcliffe Arena  
Rugby Road  
West Bridgford  
Nottingham  
NG2 7YG





The consultation will finish at **5pm on Friday 4 January 2019** and representations in respect of any part of the neighbourhood plan can be made:

- Through the Council's online consultation system – <http://rushcliffe-consult.objective.co.uk/portal>
- By email to: [localdevelopment@rushcliffe.gov.uk](mailto:localdevelopment@rushcliffe.gov.uk)
- By post to:           Planning Policy  
                          Rushcliffe Borough Council  
                          Rushcliffe Arena  
                          Rugby Road  
                          West Bridgford  
                          Nottingham. NG2 7YG

A response form for making representations is available to download at:  
[www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning](http://www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning)

If you make a representation, you may include a request to be notified if and when the Borough Council approves the Gotham Neighbourhood Plan.

You have been sent this letter because you have made previous comments relating to the neighbourhood plan and/or you are currently registered on our consultation list for planning policy related matters. If you no longer wish to be contacted in relation to the neighbourhood plan or other planning policy matters please let us know.

If you have any questions, please contact Planning Policy by telephone on 0115 981 9911, or email at [localdevelopment@rushcliffe.gov.uk](mailto:localdevelopment@rushcliffe.gov.uk)

Yours faithfully

Richard Mapletoft  
Planning Policy Manager

Neighbourhood Plan Project Team

Agenda Item 09

**Topic: Budget Request for 2019/20**

04/12/2018

### **Purpose**

To decide what budget should be requested for the forthcoming financial year.

### **Background**

It is unlikely that the Neighbourhood Plan will be completed in the current financial year. Due to a natural slippage the present estimate is completion in May/June 2019.

### **Considerations**

It is likely that Stages 6 and 7 of the Neighbourhood Plan as detailed in the Project scope initially provided by Urban Imprint will fall into the next financial year and will therefore be payable then, they are estimated at £4775. There will be 3 months of Survey Monkey subscriptions to pay at a total of £88. There will also be costs associated with the final consultation stage which are likely to be in the region of £500 at most.

### **Recommendation**

**It is recommended that:** A budget of £5,400 is requested for the financial year 2019 - 20

At :- 10:51

## Nominal Ledger Details

Nominal A/c 3230 NEIGHBOURHOOD PLAN					Annual Budget	20,000.00
Centre 302 Other Expenses					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
				<b>Opening Balance</b>	<b>0.00</b>	<b>0.00</b>
2	10/05/2018	DD	Cashbook	Neighbourhood Plan Survey	29.17	
2	15/05/2018	P033 <i>MARK PINKS</i>	Purchase Ledger	Banners and Leaflets	162.15	
2	22/05/2018	U004 <i>URBAN IMPRINT</i>	Purchase Ledger	Stage 1 & 2 N P	2,147.50	
2	29/05/2018	R031 <i>AARON RATCLIFFE</i>	Purchase Ledger	Teeshirts	150.00	
3	30/05/2018	N002 <i>NCC SUPPLIES</i>	Purchase Ledger	Photocopying Paper	38.00	
3	31/05/2018	A034 <i>M ADER</i>	Purchase Ledger	Mood Boards and cover	125.04	
3	01/06/2018	N002 <i>NCC SUPPLIES</i>	Purchase Ledger	Tape Hook and Foamboard	32.05	
3	07/06/2018	DD	Cashbook	NP	29.17	
4	21/06/2018	U004 <i>URBAN IMPRINT</i>	Purchase Ledger	Stage 1&2 Emerging NP	2,147.50	
4	03/07/2018	DD	Cashbook	Neighbourhood Plan	29.17	
4	13/07/2018	R028 <i>RUDDINGTON FISH BAR</i>	Purchase Ledger	Refreshments N P 25/7/18	47.07	
4	19/07/2018	U004 <i>URBAN IMPRINT</i>	Purchase Ledger	Rudd Neighbourhood Plan part 3	740.00	
6	21/09/2018	U004 <i>URBAN IMPRINT</i>	Purchase Ledger	NP Stage 3B & 3C	2,405.00	
7	08/10/2018	P031 <i>PARISH ONLINE</i>	Purchase Ledger	Subscription for Parish Online	230.00	
8	21/11/2018	U004 <i>URBAN IMPRINT</i>	Purchase Ledger	Stage 3D & 4 A & B	2,464.00	
<b>Account Totals</b>					<b>10,775.82</b>	<b>0.00</b>
<b>Net Balance Month 8</b>					<b>10,775.82</b>	

Regulation 14 - Public Consultation	6.A	Prepare and agree a consultation strategy. This will set out the detailed approach to undertaking the legally required public consultation on the draft Neighbourhood Plan.	Consultation Strategy for Consultation	December 2018 to February 2019	1.5	£555.00
6	6.B	Production of consultation materials for the event such as exhibition boards, questionnaire, leaflets etc (Exact requirements TBC but time included to support this work)	Supporting consultation materials (TBC)	December 2018 to February 2019	1	£370.00
	6.C	Organising and carrying out Regulation 14 consultation event. This would involve at least 2 staff members from Urban Imprint in attendance at the event. The quote in this scope of works would be for organisation of one event, further events to this would be an additional charge.	Attendance at Consultation Event by 2 staff	December 2018 to February 2019	3	£1,110.00
	6.D	Collection of responses from Regulation 14 event - assume that this would be undertaken by the Project team	No UI Input	December 2018 to February 2019	N/A	N/A
	6.E	UI will analyse the feedback and make broad recommendations for changes to reflect feedback. This stage could involve a meeting with the Project Team to discuss the recommendations, or else this could be done remotely.	Recommendations report and meeting and / or Remote Conference	December 2018 to February 2019	2	£740.00
	<b>Totals - Stage 6</b>				<b>7.5</b>	<b>0</b>

7	7.A	Finalising the Neighbourhood Plan, following Regulation 14 and the amendments that would be made, the Plan will then be submitted to examination for a 6 week period. Urban Imprint will finalise the Plan for submission at this stage. At this stage we would also liaise with the LPA to ensure that they were satisfied with changes to the Plan.	Finalised Neighbourhood Plan Document (Regulation 15 Submission Draft)	March / April 2019	1	0.5	£445.00
	7.B	Update and finalise of a Consultation Report. This document outlines all the consultation work done along the process of the Plan.	Finalised Submission Consultation Report	March / April 2019	1		£370.00
	7.C	Preparation of a Basic Conditions Statement. The Plan is required to fulfil five 'Basic Conditions' - this statement will demonstrate that.	Basic Conditions Statement	March / April 2019	0.5	0.5	£260.00
	7.D	Preparation of Environmental Assessment. The Plan is required to undergo an 'Environmental Assessment' - this document will provide this.	Environmental Assessment	March / April 2019	1		£370.00
	7.E	Preparation of a Sustainability Appraisal. The Sustainability Appraisal ensures the Plan complies with relevant sustainability objectives of the Local Plan; this will be started at an earlier stage of the Plan and finalised for submission at Regulation 15.	Sustainability Appraisal Write Up	March / April 2019	1.5		£555.00
	7.F	Submission of the Neighbourhood Plan to Rushcliffe Borough Council - undertaken by Clerk on behalf of the Parish Council	No UI Input	March / April 2019	N/A	N/A	N/A
<b>Totals - Stage 7</b>				<b>5</b>	<b>1</b>	<b>£2,000.00</b>	
<b>Project Totals</b>				<b>61</b>	<b>3</b>	<b>£19,870.00</b>	

**Key:** Work to be undertaken by Project Team or Clerk

UI meeting (with Group or LPA)

UI Attendance at Consultation Event