

Appendix A – To Minutes of Barkway Parish Council Meeting

Monday 10th December 2018

Barkway and Nuthampstead Neighbourhood Plan

1st Meeting - Tuesday 27th November 2018 - 8pm

Community Room, Barkway Sports Pavilion

Present: Jacqueline Veater, Ruth Fleetwood, Catharine Toms, Bob Davidson, Bill Dennis, Phil Birchell

Apologies: Sonia Falaschi-Ray, Graham Swann

1. Introductions: Team

Barkway Parish Council Councillors: Dr Bob Davidson, Bill Dennis

Nuthampstead Parish Meeting Councillor: Phil Birchell

Barkway Parish Council Clerk / RFO: Catharine Toms

2. Introductions: Govresources

Jacqueline Veater (Planning Consultant)

Ruth Fleetwood (Associate and Project Manager)

(Noted that in addition - Jacqueline had two Interns who would also have capacity to work on the Neighbourhood Plan).

Initial discussion points:

- a) The Neighbourhood Plan (NP) would not be able to defeat the inclusion of site BK3, which looked very much like it would be remaining in the NHDC Local Plan.
- b) To produce a NP would be cost neutral thanks to Locality Grants available.
- c) To have any influence on the type of housing to be built on site BK3 we would need to have conducted a recent Housing Needs Survey (the cost of which could be covered by the grant).
- d) To have any determination of Community Infrastructure Levy (CIL) from sites BK2 & BK3 we would need to have a NP in place.
- e) Decisions had to be taken at the meeting in order to get the ball rolling, in spite of the fact that there was only two Councillors from Barkway Parish Council present at the meeting.

3. Brief history of Neighbourhood Plan preparation - in particular what happened after the meeting with NHDC on 11th April 2017?

A public meeting had been held to explain to residents what a NP was and why it needed to be done. It was agreed by residents to join forces with Nuthampstead and apply to NHDC to become a designated area to produce a NP. NHDC subsequently approved this application.

A working group was formed and a questionnaire was sent out to all residents. Responses were collated and a document containing the results of the questionnaire was published.

A public meeting was held to explain the findings of the questionnaire and to update residents on the progress of the NP.

Help was sought from a NP Planning Consultant who steered the working group towards achieving a first draft in 2015. This draft went out to wider consultation (as per a list of consultees provided by NHDC). Meanwhile, attempts proved futile to obtain clear guidance from officers at NHDC on how to progress the NP.

Finally, after a meeting with NHDC in April 2017 it became apparent that in order for the NP to be approved by NHDC, it would have to mirror the NHDC Local Plan which was still in the pipeline. It was a frustrating situation as it meant that after all the hard work put in, the NP had to be put on hold until after the draft NHDC Local Plan was published.

4. Roles

Ruth Fleetwood - Associate of Govresources and project manager for Braughing NP along with help from two Interns at Govresources and overseen by Jacqueline Veater - would review current draft of NP and re-work the document to produce a final draft for submission to NHDC. They would guide us through all the necessary steps needed to comply with the associated regulations and obtain the grant funding.

Back up would be in the form of a Neighbourhood Plan Committee (NPC) formed by Barkway Parish Council (BPC) and Nuthampstead Parish Meeting (NPM) with volunteer residents recruited as additional members.

The NP would be controlled financially by BPC.

Bob Davidson was the interim chair (required to give a secondary address for the grant application which would be started as soon as a quotation was received from Govresources). A Chair of the NP Committee would be elected at the first meeting (21st January 2019).

5. Skills Audit

We looked at skill sets and agreed provisionally what the NPC might be able to do, and what we would need Govresources (GR) to do as part of the plan process. These skill sets would require not only BPC and NPM, but in addition some recruiting from the public to ensure we had a transparent Plan that NHDC could not challenge.

Project Management and Team Building Skills:

Overseeing the project plan and managing the process - GR

Leadership of working group - GR/NPC

Recruiting and enthusing volunteers - NPC

Facilitation of meetings, gatherings and events - GR

Managing the budget - NPC

Administrative skills - documentation of events - NPC

Organisational Skills - Project management and administration - GR

Developing Content:

Architectural, historic building and design skills, e.g. character assessments - NPC

Data analysis skills - NPC

Photography - NPC

Written communication skills - GR

Design skills to make plan attractive and engaging - GR/NPC

Town planning skills - e.g. writing planning policies - GR

Community Engagement:

Market research skills - NPC

Engagement strategy, the approach and methods to use - GR

Marketing and publicity - GR/NPC

6. Review of Action Plan to revive the NP

Jacqueline had produced a detailed Action Plan (see Appendix B):

To recruit we would need to use the leverage of the impact of BK3 on the village and emphasise that this was the chance to predetermine how we would wish to see the village evolve with the new houses and of the care of duty we would have on the new residents and our assets.

It was agreed that Bill Dennis would get the Barkway Local History Group interested in contributing. **BD**

Phil Birchell noted that he would need to get more people from Nuthampstead involved. **PB**

Catharine to provide GR with evidence that NPM agreed to be part of designated area. **CT**

Would need to get a prominent local person to write an Introduction for the start of the NP. **CT**

Need to arrange an initial committee meeting with recruits, interested parties. Agreed to be held on 21 January 2019. All future meetings would be publicised and minutes taken and published. **CT**

Terms of Reference needed for new NPC

Catharine to try and acquire the draft NP data from storage and send over to GR. **CT**

Need to create a new map of the combined parishes. (www.parishonline) **CT**

Need to decide and agree policies for the NP which we wish to adopt for the future as part of the NP.

Need to arrange a public meeting before the end of March 2019. **CT**

A presentation on the progress of the NP to be done at the Annual Parish Meeting in May.

An exhibition of the NP to be held later in the year.

7. Finance Grant Bid

We will apply for a grant from Locality. GR to submit a quotation ASAP. Once received Catharine will submit an expression of interest which can then be followed by a formal application within two weeks (GR prepared to help with completion of grant application). **CT**

There will be two grant applications - first one to cover work and costs up to 31st March 2019, the second one to cover work and costs in the following financial year. GR to provide two quotations. **GR**

BPC will vote on decision to apply for grant funding at meeting on 10th December.

8. North Herts Local Plan progress

The Inspector had come back to NHDC asking for additional information. This had been completed and published. The modification report was expected before the end of 2018. There would then be a further 6 week consultation with the modified draft Local Plan early in 2019.

9. Next steps

Apply for grant funding **CT**

Approach CDA for Herts - to obtain a Housing Needs Survey **GR**

Book Community Room for next meeting of 21st January 2019 **CT**

Arrange date for public meeting and book venue **CT**

10. Date of next meeting

Monday 21st January 2019 @ 7.30pm - Community Room, Barkway Pavilion

11. AOB

None

The meeting closed at 9.30pm