

WALFORD PARISH COUNCIL

Minutes of Neighbourhood Planning Committee



Held at Walford Village Hall
Tuesday 13 August 2019 at 7.00pm

Present:

Councillors: Simeon Cole , Ian Matthews, Bob Puzey

Non- council members: Andrew De La Haye (Chairman), Dave Berry and Jon Stern

In attendance: Richard Abolins (Clerk), one member of the public.

1. **Apologies for absence** – there were no apologies
2. **Declarations of interest and written requests for dispensation** – none
3. **Minutes** – it was **resolved** to adopt the minutes of the meeting held on 16 July 2019 as a true and accurate record. They were signed by the Chair.
4. **Public participation session** – none
5. **Structure**
 - 5.1 It was **resolved** to recommend the “Purpose, aims and objectives” document to the Council
 - 5.2 It was agreed to change references to the secretary in the proposed Terms of reference to Clerk. In the insurance section, reference to Group should be deleted. Changes to the terms of reference may be recommended to the Council by the Steering Group. Subject to these amendments, it was **resolved** to recommend the revised Terms of Reference to the Council
6. **Service Level Agreement**

It was resolved to recommend the SLA to the Council for signature
7. **Neighbourhood Development Plan**
 - 7.1 The Outline contents was designed to give a structure to the development of the plan. It was **resolved** to recommend this document tot the Council.
 - 7.2 It was **resolved** to recommend the National and Local Planning Hierarchy document to the Council.
 - 7.3 The location of the original questionnaire responses was uncertain, but the Clerk will investigate.
 - 7.4 It was felt that repeating the original questionnaire might offend some parishioners who answered the first time. However, with the new information which has become available since then, a fresh questionnaire could enhance the value of the responses. The local plan has changed some of the requirements within the plan namely the number of houses required and where they are allowed to be built so it was decided that a new questionnaire should be clear about the constraints that we have to work within and to delay a new questionnaire until we have consultants on board.
 - 7.5 A number of consultants had been looked at, some of whom were specialists in neighbourhood plans or with smaller parishes. It was agreed that Jon Stern would request proposals from at least three firms for presentation to the Council for their consideration.
8. **Working groups and themes**
 - 8.1 Bob Puzey produced an outline community engagement implementation plan which was consistent with the overall Council strategy.
 - 8.1.1 It was **resolved** to recommend to the Council that a separate website be established for NDP with a link from the Council website. Councillor Puzey will obtain costs for the next Council meeting.
 - 8.1.2 Publicity will be launched on several fronts – social media, Ross Gazette, newsletters, leaflets. Councillor Puzey will obtain costs for Council approval.
 - 8.1.3 Councillor Puzey will to produce a communications strategy for the NDP.

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8.2 Dave Berry had registered interest with Locality but approval must be given by the Council before any application is made.

8.2.1 Following much discussion it was agreed that the following steps need to be made:-

- Dave Berry will confirm how many separate applications can be made within each funding cycle.
- Dave Berry will confirm that funding in one cycle will be deducting from available funding in the next.
- Everyone will produce budgets for their working groups and themes. These will be divided into the period to 31 March 2020 and the year ending 31 March 2011

When the information is gathered a recommendation will be put to the Council.

The time being 21.00, the Chair adjourned the meeting. The Committee will meet again at 7.00 on Tuesday 20 August in Walford Village Hall

SIGNED _____ DATE _____