

Neighbourhood Plan Working Group — Meeting Notes

Tuesday 10th March at 6.00pm

In Attendance: Cllrs Carys Thomas (RBC), Liz Taylor, Donna Griggs, David Davis, Conrad Oatey, David Rae, Chris Saffell, Sue Lewis and Bob Phillips (Urban Imprint)

Apologies: Chris Garbett, Jason Billin

1. Introduction and Update

Cllr Liz Taylor welcomed Bob Phillips to the meeting and provided an update on the progress of the Neighbourhood Plan review.

The group is currently working on site allocations, with 18 potential sites identified.

A Call for Sites letter and application form has been prepared for residents with a closing date of 31 May.

The documentation has been sent to RBC to ensure it complies with the required procedures.

Work has begun on reviewing the settlement boundary, although there have been difficulties obtaining a suitable Ordnance Survey map.

Members have also produced a document reviewing the existing Neighbourhood Plan with suggestions and additions.

The target date for adoption of the updated plan is August 2027.

2. Road Map to August 2027

Bob Phillips reported that following informal discussions with Liz Taylor and Sue Lewis he produced a roadmap outlining the process from now until August 2027.

Key milestones:

- Community consultation – June / July
- Draft plan ready – before Christmas
- Submission to RBC – late Spring

3. Project Stages

The roadmap is divided into five main stages with several sub-stages.

Stage 1 – Review and Scoping (now until summer): review the existing plan, define the scope of the new plan and begin community engagement.

Stage 2 – Evidence Gathering: intensive work streams gathering data and ideas.

Stage 3 – Drafting the Plan: policy wording, mapping and sustainability appraisal.

The aim is to be ready for formal consultation in January 2027 with formal submission to RBC around April/May.

4. Immediate Priorities

Two key tasks should be completed before Easter:

- Complete the review of the existing plan and identify what remains or is removed.
- Develop the Spatial Strategy which will guide allocations, settlement boundaries and the village centre.

A workshop will be required after Easter.

5. Mapping and Evidence

Constraint maps should be produced, including flood risk mapping, conservation area, village centre, ridgelines, local green space, gypsum undermining, designated wildlife sites etc.

6. Work Streams

Village Centre Master planning: this is being progressed in parallel but does not need to be completed before the plan. Policies can reference it.

Green Spaces: review existing designations, landscape capacity and key views. The current plan emphasises the enclosure of the village by surrounding ridges.

7. Communications and Consultation

A Communications Team will develop the consultation strategy.

Team members: Sue Lewis, Ally, Hannah (Urban Imprint).

They will prepare a Statement of Consultation and create a Core Documents List referencing all documents used in the plan.

8. Work Stream Monitoring

Between April and June each work stream will hold a monthly Teams meeting with Bob or another Urban Imprint representative.

A list of responsibilities for each stream should be sent to Bob.

9. Settlement Boundary and Site Allocations

This work must align with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG).

Sites must demonstrate they are available, achievable and deliverable.

Urban capacity should also be considered including gardens, backland and infill sites.

10. Green Space Designation

Any Local Green Space designations must be tested, justified and assessed carefully to ensure they do not conflict with other designations.

11. Evidence and Policy Development

By summer the aim is to have a body of evidence in place so draft policies can be prepared ahead of drafting the full plan in September.

12. Site Allocation Policies

Allocation policies will require input from multiple work streams and may require a detailed Sustainability Appraisal. Discussions will be required with RBC.

13. Policy Writing Support

A Policy Workshop may be arranged to provide guidance on writing effective planning policies.

14. Publication Timeline

Potential milestones:

- November / December – draft PDF published and approved by the Parish Council
- April – formal submission version

15. Vision for the Plan

A vision statement could be included within the Spatial Strategy or developed separately to support consultation with the public.

17. RBC Responsibilities

RBC is responsible for screening and scoping of the plan. The Parish Council is responsible for carrying out any resulting work.

Once submitted, the plan proceeds through examination, recommendations and then referendum.

18. Notification to RBC

The group discussed whether the Parish Council should formally notify RBC that the Neighbourhood Plan review has begun.

19. Greater Nottingham Strategic Plan

Detailed policy drafting may need to adjusting when there is more clarity regarding the Greater Nottingham Strategic Plan.

20. Green Belt Issues

Some villages are reclassifying themselves as towns rather than villages to meet Green Belt criteria. Bob noted uncertainty about how the planning system will respond.

21. Project Management

The roadmap will be converted into an Excel spreadsheet and shared with the group.

A two-hour workshop will be arranged for the group. Sue Lewis to co-ordinate.

22. Work Stream Responsibilities

Stream 1 Settlement Boundary & Capacity – Jason Billin, Conrad Oatey, Donna Griggs, David Rae

Stream 2 Allocations – Liz Taylor, Carys Thomas, David Davis, Chris Garbett

Stream 3 Village Centre & Economy – Chris Saffell, Chris Garbett

Stream 4 Green Spaces – Jason Billin, Conrad Oatey, Donna Griggs, David Rae

Stream 5 Heritage & Design – Chris Saffell, Chris Garbett

Stream 6 Comms– Sue Lewis, Ally, Hannah (Urban Imprint), Carys Thomas, Donna Griggs

23. Additional Actions

- Review previous schemes to identify what worked well and what did not.
- Review Ruddington's Character Study.

24. Next Meeting

Tuesday 24 March