

# Neighbourhood Plan Working Group — Meeting Notes

## Tuesday 17<sup>th</sup> February at 6.00pm

In Attendance: Cllrs Carys Thomas (RBC), Liz Taylor, Donna Griggs, David Davis, Chris Garbett, Jason Billin and Conrad Oatey, David Rae, Chris Scarfell, Sue Lewis

### 1. Chairing and Leadership

- Liz is happy to act as the **nominal Chair**, but a **project lead is required** to drive the work forward.
- The group agreed that a clear lead role is essential for coordination and delivery.

### 2. Appointment of Planning Support

- The group agreed in principle to **work with Urban Imprint** as project lead consultants.
- A recommendation will be taken to **Full Council** seeking approval to appoint Urban Imprint.
- A motion will propose:
  - Appointment of Urban Imprint.
  - Allocation of up to **£10,000** at this stage.
  - Clarification of scope in a more detailed format before final agreement.
- It is recognised that the parish group may still need to undertake **a significant proportion of the work themselves**.

### 3. Scope of the Neighbourhood Plan Review

Key discussion points:

- Need to **itemise the key issues** to be addressed in the updated plan.
- Consider whether a **full remake** of the plan is necessary (Urban Imprint may recommend this) or whether the existing third plan provides a sufficient base.
- General agreement that:
  - A **complete rewrite is likely unnecessary**.
  - Some policies will need to be **removed, updated, or added**.
- The **Village Design Document** should be linked to the Neighbourhood Plan, potentially as an **appendix**, to avoid delaying progress.

### 4. Paragraph from NPPF

1. Neighbourhood plans allow local communities to plan positively for their areas by identifying and addressing community priorities that can be met or supported through the planning system. They should do this by:
  - a. Allocating land to meet the development needs of their designated area, where it is appropriate to do so; and

b. Setting out policies which address particular local issues, these should relate to site specific matters or, where appropriate, may cover wider issues such as the provision of infrastructure and community facilities, regeneration opportunities, design requirements (including design codes), local environmental improvements and the conservation of local heritage assets.

2. Neighbourhood plans should not promote less development than provided for in other parts of the development plan for the area.

## 5. Consultation Approach

- Agreement that consultation should **not restart from scratch** with visioning exercises.
- The existing vision for East Leake is considered largely unchanged.
- Preferred approach:
  - Present what exists in the current plan.
  - Explain proposed additions or removals.
  - Seek feedback on those proposals.
- Consultation records must be maintained throughout:
  - Minutes.
  - Engagement evidence.
  - Social media posts.
  - Leaflets.
- A **Statement of Consultation** will be required at submission stage.

## 6. Project Management and Tasks

A structured project management approach is required, including:

- Identifying tasks.
- Assigning responsibilities.
- Tracking progress.

Key workstreams identified:

- Settlement boundary review.
- Call for sites.
- Site allocations.
- Policy review and improvements.
- Evidence base updates.
- Consultation activities.
- Statement of Consultation preparation.

Tasks may be **taken on in pairs** within the group.

A **Gantt chart** and agreed timetable are required once scope is confirmed.

## 7. Immediate Actions Before Next Consultant Meeting

- Begin internal work on:
  - Settlement boundary review.
  - Potential site allocations.
  - Policy review and potential new policies.
- Request from Urban Imprint:
  - Gantt chart.
  - Breakdown of consultant tasks vs parish tasks.
  - Proposed timelines aligned with parish expectations.

## 8. Timeline and Key Milestones

- Target: **Referendum by August 2027.**
- Housing supply figures may change (potentially around five-year supply), which could present challenges.
- Overall programme should include:
  - Consultant timeline.
  - Parish group timeline.
  - Combined master timeline.

## 9. Governance and Meetings

- A further meeting with Urban Imprint will be arranged **after Full Council approval** to:
  - Confirm timelines.
  - Agree responsibilities.
  - Clarify delivery approach.
- The working group aims to meet **fortnightly**, possibly Tuesday evenings before Parish Council meetings.
- Meetings must be **transparent**, with notes/minutes published.

## 10. Communications

- It would be beneficial to appoint someone responsible for:
  - Communications.
  - Public engagement.
  - Consultation records.

## 11. Mapping and Technical Resources

- Investigate obtaining an **Ordnance Survey licence** to access up-to-date mapping.
- Settlement boundary work can be divided within the group using rules previously provided by Gary Kirk.
- Settlement boundary review is expected to be a **significant piece of work**.

## 12. Next Steps Summary

- Take recommendation to Full Council regarding Urban Imprint appointment and funding.
- Begin internal preparatory work (policies, settlement boundary, sites).
- Request detailed programme information from Urban Imprint.
- Arrange follow-up meeting post-approval.
- Establish regular meeting schedule.