

Minutes of the Neighbourhood Plan Meeting,

7pm, Thursday 31st January 2019,

Meeting Room 1, The Methodist Centre, Union Street.

1. Welcome by Cllr. Jim Costello

Cllr. Jim Costello welcomed all attendees and presided over the meeting for the election of a Chair

2. To elect a Chair

Peter Allen was elected Chair.

3. To elect a Treasurer

Karen Peters was elected Treasurer.

4. To elect a Secretary

There were no nominations for the role of Secretary, Cllr. J. Stockwood agreed to perform the role for the first meeting.

The Chair highlighted the importance of a Publicity/Media officer role, to encourage more members of the community to join in the work of preparing a Neighbourhood Plan and to communicate widely the progress being made. The Chair hoped that a member of the Community Led Plan group would be willing to take on the role and this additional role would be considered again at the next meeting.

The meeting **agreed** that the next meeting would consider the additional role of Publicity officer and that there needed to be more members of the community involved.

5. To note the designation area and approval from Rushcliffe Borough Council

The size of the parish area was discussed, and the designation area noted.

6. To agree the Terms of Reference for the Neighbourhood Plan

A Terms of Reference document was provided by the Town Council. The meeting **agreed** the following regarding the document;

- a. The group would be a Neighbourhood Plan Steering Committee
- b. The Neighbourhood Plan Steering Committee would work with the Town Council by including Town Councillors as members of the Committee and regularly reporting to the Town Council the progress of the Steering Committee.
- c. The Steering Committee would be a separate group with its own constitution, member roles and financial arrangements.
- d. The Terms of Reference would be amended to reflect a, b and c above.

7. To agree and sign the Steering Committee Constitution

A Steering Committee Constitution document was provided by the Town Council. The meeting **agreed** the following regarding the document;

- a. In 1b) the Steering Committee shall report as appropriate to the Community and Environment Committee of Bingham Town Council
- b. In 4) The area of benefit is the town and parish, not village and parish

- c. Item 5g) regarding quorum at meetings, should be moved to item 6) that is about Group meetings.
- d. In 6a) the Steering Committee shall hold a meeting on the last Monday of every month as a minimum.
- e. In 6e) a call for a vote and a vote being taken should be after suitable discussion on the issue
- f. The Constitution part 6) should record that the meetings will be from 7pm to 9pm.
- g. The Constitution would be amended to reflect a-f above and signed at the next meeting.

8. To agree to share contact details

The attendees of the meeting who wished to share their contact details indicated their consent by writing their contact details on the note sheets passed around the meeting.

Name	Email address
Jim Costello	jimcostello@bingham-tc.gov.uk
Jane Costello	jcostello@bingham-tc.gov.uk
Rowan Bird	[REDACTED]
Ian Lockwood	[REDACTED]
Karen Peters	[REDACTED]
Phil Drabble	[REDACTED]
Peter Allen	[REDACTED]
Francis Purdue-Horan	[REDACTED]
Andrew Shelton	[REDACTED]
John Stockwood	[REDACTED]

County Councillor Neil Clarke was also present for a portion of the meeting.

9. To discuss RCAN's involvement and review their quotation

A Service Delivery Specification quote to the Town Council was considered. The meeting **agreed** the following regarding the document;

- a. The £900 for Jenny Kirkwood, RCAN consultant to attend meetings would be the first step to move the project forward
- b. Jenny Kirkwood should be provided with the dates of meetings
- c. The first meeting with the RCAN consultant should provide more information about the Neighbourhood Plan process
- d. Initial enquiries regarding the Locality grant could be considered at a future meeting
- e. The Town Council would be asked for the costs of meeting rooms and initial funds for the Steering Committee

The meeting's discussion of the quote emphasised the need for more information regarding the purpose and process of producing a Neighbourhood Plan. This led to the Chair sharing information he had learnt in an addition to the published agenda

9b. Update from the Chair

The Chair recommended that attendees read the information available online at

<https://www.gov.uk/guidance/neighbourhood-planning--2>

to understand that the Steering Committee was for production of a Neighbourhood Plan and not a Neighbourhood Development Order.

A Neighbourhood Plan forms part of the development plan for an area, together with Rushcliffe Borough Council's Local Plan, National Policies and applicable European Union regulations.

A Plan looks to the future for 10-20 years. It must respect Listed Buildings, Conservation areas and Green Belt but is to be a viable plan for growth and sustainable development.

A Neighbourhood Plan for Bingham is an opportunity to shape the next large-scale development.

To achieve this, a Neighbourhood Plan needs wide consultation and to follow the formal steps of plan preparation which include;

- Designation of a Neighbourhood area (completed in Bingham)
- Prepare a draft Neighbourhood Plan by gathering evidence, engaging and consulting the community, meet with land owners and developers, identify and assess options, prepare proposals
- Publish a draft plan and consult widely, considering responses and amending the plan as appropriate
- Submit the plan to the Local Planning Authority (Rushcliffe Borough Council), who will check the submission, further consult on the submitted documents and appoint an independent examiner
- An Independent Examination
- Referendum on the plan requiring a simple majority of voters to approve
- When this process is completed, the plan comes into force as part of the statutory development plan for the designated area.

The meeting considered the information provided by the Chair and after discussion, **agreed** the following points;

- a. The next meeting should consider the strategic approach to future development in Bingham
- b. As a step to recruiting more members, the Chair would request the Town Clerk to write to those who had previously expressed an interest.
- c. The Chair would also contact the members of the Community Led Plan group to see if they would be interested in joining the Neighbourhood Plan Steering Committee
- d. All members were encouraged to read the gov.uk website regarding Neighbourhood Planning

10. To agree the next meeting date

The meeting **agreed** that the date of the next meeting is 7pm – 9pm, Monday 25th February 2019 in Meeting Room 1 at the Methodist Centre.

In closing the meeting, Cllr. Jane Costello as Mayor of Bingham thanked the Chair and attendees for volunteering to progress a Bingham Neighbourhood Plan.