

## **Flore Neighbourhood Plan**

### **Steering Group Meeting**

Held on 22<sup>nd</sup> January 2014 @8pm  
Rock Springs, Flore

#### Attendees

Sue Kerrison (SK) – Chair Flore PC  
Geoff Fellows (GF) – Fore PC  
Brian Thomas (BT)  
Nigel Strang (NS)  
Andy Anderson (AA)  
Heather Anderson (HA)  
John Miller (JM)  
Tom Higginson (TH)  
Becky Blagdon (BB)

#### Apologies

Paul Boans (PB)

### **1. Introduction and Welcome**

TH welcomed those attending the first steering group meeting established for the preparation, consultation and referendum of the new Flore Neighbourhood Plan (FNP). Introductions were made. Because of other time commitments Becky Blagdon (BB) asked not to be a formal member of the steering group but offered her help as required. Geoff Fellows (GF) drew to the attention of the group a document produced by an organisation called Locality on the preparation of Plans. Brian Thomas (BT) asked for this to be circulated.

Action: TH to circulate link

### **2. Draft Steering Group terms of reference**

At the Parish Council meeting held on the 20<sup>th</sup> January 2014 a draft Neighbourhood Plan terms of reference paper was approved for discussion with the Steering Group. This paper formed the basis for the discussion..

It was noted that the paper envisaged a Steering Group made up of 10 members. SK clarified that this should be read as up to 10 members, which was agreed by the Group.

There was a discussion on the composition and remit of the wider Neighbourhood Plan group which should be seen as supportive to both the need to produce such a plan and to actively engage in its production. This group should endorse and approve the Plan at the various key stages – such as consultation and referendum.

It was also agreed that engagement with businesses and landowners was an essential element in the preparation and evolution of the plan.

Discussion followed on the physical boundaries of the plan area. It was noted that the plan which accompanied the request to Daventry DC to designate the Flore NP area comprised the whole of the Parish. There was a question on whether this should be amended to cover only the Flore village area however the group concluded that the plan should cover the whole of the Parish area (village and rural areas).

BT raised the issue of any liabilities that arose from being a member of the steering group (ie shadow director responsibilities). SK confirmed that the Plan was being produced in the name of the Parish Council and all liabilities rested with them. It was agreed that this issue should be researched further

(Post meeting note – If members of the Steering Group have any additional comments on the terms of reference please forward to TH who will collate and submit to the clerk of the Parish Council).

### **3. Steering Group Composition.**

With the exception of BB all those present (plus Cllr Boans) confirmed that they would be willing to sit on the Steering Group.

### **4. Meeting Frequency**

It was agreed that the Steering Group would meet monthly at a date preceding the Parish Council meeting. SK confirmed that the Group would be considered a sub-committee of the full PC with a standard agenda item. GF mentioned that the Group will be required to make a presentation at the annual Parish Meeting in April (date to be confirmed).

### **5. Secretary to the Group**

Note taking and secretary support will be required throughout the preparation of the plan. It was agreed that members of the Group would share note taking duties at the Steering Group meetings. SK undertook to ask the Clerk if additional support could be obtained. GF offered some support for activities such as printing however additional print resources should be sourced for large print runs/activities.

Action: SK to speak to Clerk re Secretary support.

### **6. Early Days meetings and contact**

It was noted that contact had been made to identify NP Champions. SK through attendance at a recent DCLG meeting had been given the name of Tom James (DDC Officer) as a 'Locality' representative. TH had been given the contact details of both Cllr Chantler (DDC NP champion) and Ed Dade

(NBC Local Plans Officer) both of whom had made contact and offered support. Ed Dade had identified the Duston NP as one of the leading groups in the NBC area who would be able to offer help and support.

It was agreed that contact should be made with these groups. In particular Cllr Chantler should be invited to a future PC meeting to explain his role and the support that he can give.

Action: Cllr Chantler to be invited to a future PC meeting by SK and Clerk.

## **7. Funding & Additional Resources**

It was agreed that whilst there is an excellent and complimentary set of skills for all amongst those on the Steering Group external help and resources will be required as the Plan progresses, whether these are Planning Consultants or those able to undertake specific actions, such as the NP's sustainability appraisal. SK and GF confirmed that at the PC meeting on the 20<sup>th</sup> funds had been earmarked for the NP (£2,500). In addition grant support is available from Locality (£7,000) which the Group considered essential to secure.

Action: The Clerk to prepare grant application submission.

Other external support will be identified by the Group during the production of the next stage Project Plan, which will set out key actions, milestones and resource requirements.

## **8. Community Engagement**

The Group agreed that the cornerstone of the Plan is a requirement for full, transparent, open engagement throughout the village and the rural areas. This will require active engagement using a variety of mediums to ensure that we speak to all – residents, businesses, landowners, the school etc. A key activity for the Group will be development of a community engagement strategy to ensure that we meet our aim of open engagement. It is essential that we engage with the hard to reach communities as well as the full range of groups and societies that exist in Flore.

Discussion took place on how the Parish Council web site could be used as an active platform for the Plan enabling all those interested in its formulation to take part. (post meeting note - this will form a future agenda item).

## **9. Chair of Steering Group.**

SK proposed and GF seconded TH to become Steering Group Chair. This was carried unanimously.

**10. Date of next meeting:** 11<sup>th</sup> March 2014, 8pm, Rock Springs