

FLORE NEIGHBOURHOOD PLAN MINUTES OF STEERING GROUP MEETING

Held at 8 pm on 9th April 2014 in the Scout Hut, Kings Lane, Flore

Attendees

Tom Higginson (TH)	Chairman
Andy Anderson (AA)	
Heather Anderson (HA)	
Geoff Fellows (GF)	Councillor, Flore Parish Council
Sue Halkett (SH)	Clerk to the Parish Council
Sue Kerrison (SK)	Chairman, Flore Parish Council
John Miller (JM)	
Nigel Strang (NS)	

1. **Apologies:** Received from Brian Thomas (BT). TH also informed the group that Geraldine Calvert will not be joining as she may have a conflict of interests although she will support the group and help out as much as possible.
2. **Approval of previous meeting minutes:** The minutes of the last meeting held on 11th March, 2014, were agreed as a true and accurate record.
3. **Matters Arising:** SK informed group that she had had no luck in getting hold of the owner regarding the use of her vacant shop's window on the High Street. It was agreed to leave at present and use the Council boards and website to promote the group
4. **Terms of Reference:** Following circulation it was agreed to accept the Terms of Reference for the Neighbourhood Plan Group, as proposed by the Parish Council. Copy enclosed for reference.
5. **Approval of Logo:** Agreed in principle although it was suggested that the yellow/lime colour be made a bit stronger so that it stands out better on a white background. *HA will speak to designer to get a revised copy.*
6. **Update on meeting with Tom James (DDC):** TH and AA had recently met up with Tom James, the District Council's liaison with village groups in respect of Neighbourhood Planning issues. Flore's plan will have to conform to the Joint Planning Unit and the District Council's plans. Questions asked included 'Where do they see Flore in all of this?' and 'What were the expectations of the District Council with Flore?'
Tom James said that the District Council are keen for the growth to be in the town centre and they are keen to restrict development in the villages.
The bypass was discussed and from the District Council's point of view, it is more or less a given so will need to be taken into account in the Flore Plan.
On the whole the District Council is more than happy to support us.
The application will be discussed at the Strategy Group meeting on the 10th April and then should be ratified on the Full Council meeting in May. *SH to check date of this meeting.*
7. **Project Plan Key Stages:** TH issued all with a copy of the Neighbourhood Planning Worksheets – a timetable for the drafting up of a plan – issued by Locality.org. His request was for all to take a read through over the next month.
 - Ideas for the way forward that can be carried out before confirmation of the ratification of the Neighbourhood Plan, include:
 - Possibly speaking at the WI AGM in May
 - Speaking to other groups, including the Flower Festival Committee, History Group, Churches Partnership.
 - Information to be included in the next few newsletters.
 - A possible flyer to be given to all households (TH/HA to look at the layout for a flyer)
 - Door knocking to inform people
 - Stall at the Fete?

8. **Guest Speakers:** Suggestions were Tom James, Councillor Chandler but only when they are required (for specifics).
9. **Post designation actions:** Both noted
10. **AOB:** SK informed group that Mark Pople from the District Council will be coming to the Parish Council's meeting on the 14th April to update them on the recent proposals from Orbit Housing. TH put forward a question by BT – is there a need for a sub-committee? It was agreed that at this stage there is no need for one but may be looked at in the future.

The next meeting will be held on the 12th May, 7.30 pm at Rock Springs, an amendment to that agreed at meeting

Flore Plan Steering Group

Purpose

The purpose of the Steering Group will be to draw up, on behalf of the Parish Council, a Neighbourhood Plan for Flore, to promote the idea of neighbourhood planning by becoming involved in the process and encouraging other residents to become involved.

Steering Group

- A Steering Group will be made up of circa 10 members of the NPG, including 3 representatives from the Parish Council (one of whom will be the current chair, until such time as the NPG choose to elect its own chair).
- There are no delegated powers therefore all recommendations must be brought to full Council for approval.
- Meetings are arranged between members and can be held anywhere
- All payments agreed by the NPG must be within the budget agreed by the Parish Council for the Neighbourhood Plan.
- The steering group to be solely responsible for making any application or request for help from a planning consultancy, Kirkwells or other professional individual or organisation so that there can be a written agreement about costs before any professional appraisal or assessment starts. All applications to be made under the name of the Flore Plan Group with the support of the Parish Council and not in the name of individuals or local interest groups.
- Agreement of a minimum of 4 members of the steering group, including at least 1 member from the Parish Council will be needed to agree any application for funding.
- It is recognized that people's commitments may change so involvement in the steering group will be flexible but for the sake of continuity a minimum 6 month commitment is desirable and a month's notice would be appreciated so that other people can be co-opted.
- Anyone with special skills can be included the group short term if their talents would be helpful but they will not be voting members of the group.
- The group to meet at least monthly initially and then as agreed.
- The steering group will agree and promote a project plan and timetable for drawing up a Neighbourhood Plan or Annex to the Settlement & Countryside Local Plan if that proves more appropriate and will review and revise the timetable as appropriate.
- The steering group will advise, comment and suggest ways forward for ideas/issues for inclusion in a Neighbourhood Plan and coordinate development of similar topics to avoid duplication of effort
- The steering group will agree when and how public consultations should take place to ensure, in consultation with the local planning authority if appropriate, that all relevant individuals or organisations are included; also to ensure that local people are not bothered by repeat requests for consultation. All consultation to be made under the name of the Flore Plan Group with the support of the steering group and not in the name of individuals or local interest groups.
- The steering group will keep the Parish Council informed and consulted on a regular basis of issues that are being developed and when and how public consultation is proposed.
- The chair/coordinator of the steering group (together with the parish clerk) will be solely responsible for responding to questions from the press (guided by the guidelines set out for parish councilors)
- Expenses will only be paid in exceptional circumstances and only with prior agreement of 2 members of the Steering Group, both of whom must be a member of the Parish Council
- Any decisions/recommendations for action made by a steering group meeting will be mailed round to all members of the group (including those not present at the meeting) for assent/comment. If there is sufficient concern about a recommendation or decision the chairman will decide whether to review the proposal at the next meeting.