

Spixworth Neighbourhood Plan

Minutes of the Steering Group Wednesday 25 October 2017
Spixworth Village Hall

Present

Paula Harkin-Perry Shelley Rudling
Ron Ing Sue Holland - Chair of Spixworth Parish Council
Hilary Ing Shaun Vincent - Neighbourhood Plan Lead
Lawrence Hill
Karen Vincent - Project Support

1. Welcome & Introductions

Shaun Vincent (SV) welcomed everyone to the first meeting and invited all present to introduce themselves to the rest of the group.

2. Apologies for absence

Apologies were received from Peter Holdroyd, Michael Palmer and Jack Sadler. It was noted that further residents had expressed an interest in joining the Steering Group and had been invited to attend but had not sent apologies or confirmed they would be attending.

3. Declarations of interest

SV explained the declarations of interest process, noting that everyone present is likely to have a property in Spixworth but stressed the need for members to declare any areas of land in their ownership within the parish of Spixworth (the proposed Neighbourhood Area). No interests were declared.

4. Terms of Reference (TOR)

The TOR document circulated prior to the meeting was discussed. SV explained that this had been approved by Spixworth Parish Council, the group will comprise up to 12 members and meetings shall be quorate when a minimum of 4 members are present. Meetings will be at least every six weeks but at times during the process may need to be more frequent than this.

5. Election of Chair & Vice Chair

Sue Holland noted Peter Holdroyd was prepared to stand for the position of Chair. Following a vote in his absence, it was agreed Mr Holdroyd be elected as Chair of the Steering Group.

Paula Harkin-Perry volunteered as Vice Chair and was unanimously elected.

6. Neighbourhood Planning

SV gave a presentation about neighbourhood planning (introduced through the Localism Act 2011); explaining the key stages in the neighbourhood planning process, the planning framework and how neighbourhood plans sit within this framework.

It was explained that a Neighbourhood Plan is a community-led document, shaping and guiding development, to address what is important locally. It is not about stopping allocated development.

The importance of 'basic conditions' was discussed and the Spixworth Neighbourhood Plan, like all neighbourhood plans, will be tested to ensure it meets these requirements.

The benefits of a neighbourhood plan to Spixworth, such as improved housing design and additional community funding, were discussed. Community Infrastructure Levy (CIL) will be transferred to the community and will be held by Spixworth Parish Council.

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With a neighbourhood plan in place, CIL would be increased from 15% to 25% and uncapped. The use of CIL and how it might be spent was discussed. Sue Holland explained that the Parish Council is keen to hear how the community wishes to spend the money. It was agreed views would be collected as part of the consultation during preparation of the neighbourhood plan.

SV explained the neighbourhood planning process; that the neighbourhood plan will be built over a period of time and informed by a series of community events and workshops to collect the views of local community. He highlighted the need to create the opportunity for all local residents to become involved and 'Have their Say'.

The last step in the process, being the local referendum was discussed in detail. The referendum is where local residents will have the final say on the neighbourhood plan with a 'yes/no' vote. This will be run in the same way as an election with a polling station and polling cards being sent to all registered electors in Spixworth. If the majority of those voting agree with the plan, then it is deemed as being 'made' and adopted by Broadland District Council.

It was noted that an application to designate the entire civil parish boundary of Spixworth as the Neighbourhood Area had been submitted to Broadland District Council. Formal designation was awaited.

It was also noted that a grant application for central government funding towards the cost of preparing the neighbourhood plan had been made.

The up and coming Launch Event on 11th November in Spixworth Village Hall was discussed. This would be a 'drop in' event from 11:30am – 4pm with members of the Steering Group planning to attend and help out.

7. Communications

Karen Vincent explained that we would be writing to Stakeholders to inform them about the neighbourhood plan, how they could get involved and give their views. She asked if members have names/contact details of local groups or associations if they could please let her know.

The Parish Council newsletter introducing the neighbourhood plan and inviting residents to the community event on 11th November had been delivered to all households. Another newsletter (Spixworth Neighbourhood Plan Edition 1) giving further detail and explanation had been drafted and would be hand-delivered to all households and businesses in the first week of November.

8. Next Meeting

Dates were discussed and it was agreed this should be held at 7pm on Thursday 14th December in Spixworth Village Hall. It will be an open meeting that anyone can attend but discussion limited to the Steering Group.

9. Any Other Business

There being no further business the meeting closed at 8:50pm.

Signed: _____ Date: _____

Name: _____