

Hemswell Cliff Parish Council

Neighbourhood Plan Committee

Minutes of the Neighbourhood Plan Committee meeting held on Tuesday 5 March 2019 in the room of requirement at Hemswell Cliff Primary School.

Present: Cllr Kirman, C Hurd (Chairman), M. Hurd and R. Smiles.

Parish Clerk – Helen Reek

0 members of the public

Minute Number	Item or Decision
<u>Procedural items – items not requiring written notice</u>	
57/1819N	Apologies Apologies for absence were accepted from Cllr Hann and Shay Towns.
58/1819N	Declarations of Interest None.
59/1819N	Approval of the Minutes for the Meeting Held on Monday 21 January 2019 RESOLVED: That the minutes be approved as a true record of the meeting and that it be noted that Mr Leithfield had not been appointed to the Committee and should be recorded as a member of the public.
60/1819N	Public Questions None.
<u>Business Items – matters requiring written notification</u>	
61/1819N	Feedback from any engagement activities The Committee had held a consultation event on 27 February 2019. VK had reported back to the Parish Council the previous evening. The Committee summarised the issues that had been raised at the event: <ul style="list-style-type: none"> • Safety of the sub-station on Capper Avenue

Minutes Verification. Signature: Date:

	<ul style="list-style-type: none"> • Car park allocations – people didn't always know their allocated spaces • No benches on the large play park • Children really liked the small play park and felt safe using it. • Speed bumps too large • Would like seating near the Ball Park • The Community Centre which was the Sargeant's Mess • Unauthorised use of some car parks • Signposts. • Difference of opinion about anti-social behaviour. <p>It was possible for the Parish Council to donate some benches but this would be considered after the election.</p> <p>VK reported that the Big Lunch was being held on 22 June. She also advised about Community Fund grant funding but it wasn't clear whether the deadline had passed. CH agreed to contact them to find out.</p> <p>CH added that those that had attended the event supported the vision and objectives of the Neighbourhood Plan.</p>
62/1819N	<p>Draft Grant application Form</p> <p>The Clerk brought the draft application form and the draft responses were agreed at the meeting. It was expected that the grant would be submitted in April. Locality administered the grant and was waiting for confirmation by the Department for Housing, Communities and Local Government.</p>
63/1819N	<p>Monitoring Timescales</p> <p>Progress against the Gantt chart produced by Open Plan was discussed. The next stage was the Call for Sites and would need to start next week to keep to schedule. The Clerk would draft up a letter and form and contact WLDC for landowner contacts. The Committee would meet informally on 13 March to progress this action.</p> <p>It was also noted that Open Plan's next steps was to prepare a scoping report.</p> <p>The Committee would also be preparing a Local Green Space assessment.</p> <p>A proposed meeting schedule aligned with the Gantt chart was circulated prior to the meeting. It was agreed that the provisional dates would be:</p> <ul style="list-style-type: none"> • 15 April 2019

	<ul style="list-style-type: none"> • 20 May 2019 • 10 June 2019 • 22 July 2019 • 16 September 2019 • 21 October 2019
64/1819N	<p>Items to post on the Parish Council website and the Trent-Cliff Gazette.</p> <p>It was agreed that publicity would be required to advertise the Call for Sites stage. This would include the parish noticeboards. CH would prepare a paragraph on this stage for the Trent-Cliff Gazette and send the draft the VK and the Clerk for checking.</p> <p>CH was continuing to work on the character assessments and it was agreed to share these at the next meeting. She was still to complete the work on each of the identified neighbourhoods.</p>
<u>Next Committee Meeting – Items not requiring written notice</u>	
65/1819N	<p>Items for Inclusion on the Next Committee Meeting Agenda</p> <ul style="list-style-type: none"> • Keep the above standard items on the next agenda • Call for sites
66/1819N	<p>Date and Time of Next Meeting</p> <p>The next meeting to be arranged for Monday 15 April 2019 at 7.00pm. The next meeting scheduled for Monday 18 March 2019 is to be cancelled.</p>

Meeting started 7.00pm and closed at 8.22pm

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Signed:

Print Name:

Date:

Minutes Verification. Signature: Date: