

# Rampton & Woodbeck

## Neighbourhood Plan Steering Group

Minutes of **Rampton & Woodbeck Neighbourhood Plan Steering Group** held on the 9th Oct 2018 at Rampton Village Hall. The meeting commenced at 7:00pm. The minutes were taken in the absence of Lizzie Copeland by Ed Knox.

<b>Members Present</b>	Michael Ferriter	Chairman
	Ed Knox	Treasurer
	Luke Brown	Consultant Facilitator
<b>Also, Present</b>	Will Wilson	Bassetlaw District Council Neighbourhood Planning Policy Officer

031 To Approve Apologies for Absence

The group **agreed** to **accept** the absence of Lizzie Copeland for work reasons, Martin Cree who is on holiday, Sue Kyle who was ill and Muriel Arden.

032 To Approve Minutes of the Previous Meeting

After discussion, the members **agreed** to accept the minutes of the previous meeting as a true and accurate record.

033 Matters Arising from the previous minutes and update of tasks from the last meeting:

- Public Consultation Events were held at Rampton Village Hall & Woodbeck Community Centre
- Darren Carrol Ltd attend the parish to complete the Character Assessment
- ACOM Ltd attended the parish to complete the Technical Assessment of the 'call for sites'
- Sue was unable to attend the Bassetlaw Local Plan event at Bassetlaw Council offices in Worksop, Will Wilson and Luke Brown advised they will provide a summary of the changes to Local Planning to the parish council.
- The Technical Support Report is due by mid to late November and the Character Assessment Document by early January.

034 Public Consultation and Engagement with Local Businesses

The open days were well attended with around 60 plus people, approximately 25 survey forms for the 'call for sites' land were completed.

035 Review of the Draft Plan

No new changes this month, work on the draft plan will continue once the Technical Support Document has been received.

036 Finance Update

Lottery Funding turned down a 2<sup>nd</sup> time, it appears the Lottery is no longer funding neighbourhood plans. Luke Brown explained that once Darren Carroll Ltd's final invoice has arrived we then need to apply for a 3<sup>rd</sup> and final round of funding from Locality to complete the neighbourhood plan, additional expenditure for a 3<sup>rd</sup> and final round of public consultation and to draft the final plan is required.

037 Prize Draw £50 Winner

Mike Ferriter counted and advised there were 22 completed survey forms for the prize draw. Mike shuffled these upside down and asked Ed, with Luke and Will as witnesses, to pick a random number between 1 & 22, Ed said '17' and Mike counted down the pile to the 17<sup>th</sup> one, turned it over and the £50 prize draw winner was Sue Kyle. Ed to arrange to make payment by Internet Banking.

038 Allocation of Tasks for the next meeting

Mike Ferriter will compound the results of the 1<sup>st</sup> and 2<sup>nd</sup> surveys into a summary document. Luke Brown will compound the 'call for sites' survey forms into one document.

Mike Ferriter to advise if any of the survey forms show indications of any ways in which CIL monies for the future might be spent depending on the opinions and views of the public.

Ed Knox to arrange payment of the £50 prize draw.

039 Any other Business (AOB)

In December or January, Luke Brown will look to draft the 'economy section' of the draft neighbourhood plan, once this is ready it needs posting to the local businesses and non-domestic residents of the parish to engage in a form of consultation with them.

Once the draft neighbourhood plan is ready, Luke Brown will send this to the neighbouring Parish Councils to our parish, including Fenton and Torksey Parish Councils who are in Lincolnshire on the other side of the Trent from us. Luke Brown would like a summary of the findings of the District Heating System public consultation open day. Luke Brown explained the remaining stages of the Neighbourhood Plan as follows:

1. A Final Public Consultation Open Day to be arranged once the Technical Support and Character Assessment Documents have arrived, the maps of the 'call for sites' will be recoloured red, amber and green depending on their technical suitability, the public will be asked to review these and for their thoughts on the character assessment.
2. The Economy Section of the plan to be sent to the local businesses and non-domestics of the parish to engage with them, the results of which will be incorporated in the draft plan.
3. Luke to then work with Mike to draft the final plan.
4. Final Draft is then reviewed by the Steering Group
5. Final Draft is then sent to neighbouring parish councils for comment and uploaded to Parish Council website and Facebook, with a paper copy in the village hall entrance for the public to read and make comment on.
6. Steering Group then meets to review any feedback and make any changes (if any).
7. Steering Group then asks Parish Council for the official sign off of the plan.
8. Draft Plan is then sent to Bassetlaw who will send to the Independent Examiner (at District Council expense)
9. Plan is either then returned to steering group to make changes required by the Examiner or it is passed without change.
10. The Plan then is put to Public Referendum by the ballot box (organised and funded by District Council)
11. The Plan then becomes law.

It is estimated that we should have completed the draft plan and passed it to Bassetlaw by the end of the current financial year.

040 Date/Time/Location of Next Parish Council Meeting

**Monday** 19<sup>th</sup> November 2018 – Rampton Village Hall @ 7:00pm. Change of night to the Monday after a parish council meeting due to the hall no longer being available on Tuesday evenings, it will also allow Lizzie Copeland to attend who could no longer make Tuesdays.

041 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 8:20PM.

Signed \_\_\_\_\_ Date \_\_\_\_\_