

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP  
HELD ON THURSDAY 22 JANUARY 2015  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: J Bateman (JB), R Capewell (RC), C Grafton-Reed, (CG-R) S Oliver, (SO) C Porter (CP) R Patrick (RP) and Mrs M Stell (MS)

Clerk: Mrs C M Lord – Parish Manager (PM) and Mrs D S Barber – Deputy Clerk (DB)

Also present: Rob Thorley (RT) and Terry McGreal (TM) representing Jelson Homes

**ACTION**

15.01 **1. APOLOGIES**

Apologies received and accepted from Councillor S Hendy

15.02 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

None received.

15.03 **JELSON HOMES**

On behalf of Jelson Homes RT thanked the Members for providing them with the opportunity to update the Parish Council on progress made with their proposed development.

He began by confirming that after a long delay the legal agreements (S106) relating to the development had been signed and planning permission issued. Jelson would be ready in around 3 weeks' time to share the proposed layout for the first phase of around 100 dwellings development with both HDC and the Parish Council for consultation. They hope to apply for permission relating to reserved matters by the end of March and gain a full permission by June/July. Once they have obtained the discharge of conditions, work is expected to commence on site in October, with the first completions ready for sale by March 2016.

Meanwhile Jelson's Commercial Team continues to work on the proposal for the employment site, for which there is a fair amount of interest. It is anticipated that the reserved matters application will be submitted in June/July 2015.

In respect to the proposed partnership with Morrisons Supermarket, whilst they have been heavily involved during the Neighbourhood Plan process, Morrisons are not at present in a commercial position to bring forward their proposals for the construction of the supermarket and petrol station. They are however still interested in the site, and now need to reconsider its viability in line with their development strategy at both regional and national level.

The Exclusivity Agreement with Morrisons has recently expired, so invitations for expression of interest and discussions have been opened with other leading Supermarkets (details commercially confidential at present). RT indicated that any significant developments should be able to be shared within a couple of months. RT stressed that the development of the housing was independent of the

Supermarket proposal and that the delays would not affect the phasing of development.

In terms of the contribution towards the community facilities, RT reminded the Members that the legal agreement ensures the release of the first £50,000 for design and development when work commences on the site (currently estimated for October 2015). At a build rate of 3-4 per month the remainder of the contribution could be available as early as Jan/March 2017

In relation to the community facilities to be constructed in conjunction with the dwellings. He emphasised that the contributions would be released when full planning consent had been gained and / or a contract to construct the facilities had been let (depending on how such a contract was drawn up – Jelson to advise further in relation to this) . RT stressed that Jelson Homes were keen to work closely with the architect /builder appointed by the Parish Council at each stage to ensure that construction goes smoothly.

In response to several questions from Members RT confirmed:

- In relation to other Supermarket chains being involved in the scheme, the eventually operator will be bound by planning process on the size, parking spaces provided etc.
- There should be no further delays in the phasing process, however as always construction and sales are dictated by market forces (as with any development) Evidence of the proposed phasing of construction will be provided to support any review of the Neighbourhood Plan.
- The S106 contributions will be indexed linked (via BCIS) from the date that planning permission was issued on 13 November 2014.
- The issue of planning consent relating to the Leisure Facility/ Medical Centre will act as trigger to release S106 contributions.

The Chairman thanked RT and TM for their attendance, and for providing an open and comprehensive update on progress with their site. He requested that Jelson Homes should keep dialogue open with the Parish Council, and provided an assurance that the Parish Council would do the same.

RT and TM left the meeting at 7.45pm.

### 15.04 3. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 1

- **Commissioning of Leisure Facilities Management Study.**

The Members received a report outlining the progress made against actions from the last meeting

- The Leisure Centre Management Study has been advertised on Source Leicestershire and issued directly to 3 consultants via recommendations.
- To date 12 Consultancies have expressed an interest in providing a quotation. The closing date for responses is Friday 30 January. Quotations will be considered at a meeting 2 – 5 February (tba) and contract awarded on 6 February, with a provisional start date of 16 February. Final report to be submitted by 16 March 2015.

PM /

The Members recalled that under the Terms of Reference of the group, they were delegated:

*To commission external agencies or independent consultants in order to deliver specific projects or tasks, up to a value of £15,000.*

The Members considered the most appropriate method of evaluating the quotations received, and agreed that an evaluation sub-group consisting of Councillors'

Grafton-Reed, Oliver, Bateman and Stell should examine the documents on Tuesday 3 February. The sub-group would then make recommendations to the full group on Thursday 5 February.

The Parish Manager was requested to copy all quotations received and provide them to the Members of the sub-group, to arrange the meeting on 3 February and notify the Members of the A&F Committee of an amendment to the time of their meeting.

- 15.05 **Agreed: That an evaluation sub-group consisting of Councillors' Grafton-Reed, Oliver, Bateman and Stell should examine the quotations submitted in respect of the Leisure Facilities Management Study on Tuesday 3 February. The sub-group would then make recommendations to the full group on Thursday 5 February.**

15.06 • **Section 106 Agreements**

The Members recalled that the William Davis agreement still to be signed – with a provisional start date provided verbally as Spring 2015

15.07 **4. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 2**  
**a. Medical Centre**

PM

A progress meeting with the Orchard Medical Centre and the NHS Asset Manager to be organised for an early evening following the next meeting with Jelson Homes in 3 to 4 weeks' time. Meeting now likely to take place in February/March.

15.08 **5. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 3**  
**a. Village Centre Improvement Strategy.**

PM/JB

The Members considered a report outlining the progress made against actions from the last meeting

1. No contact has been made by the Village Centre Traders in relation to the actions they took away from the September meeting which were to:
  - a) *Produce an A6 'advertisement' for Broughton Matters to promote the use of the Village Centre as a whole.*
  - b) *Identify the size, type, wording and locations for signage to the Village Centre which they desired to enable the Parish Council to seek permission from the Highway Authority and to apply for funding for the signage.*
  - c) *Consider they type of information that they want to gather from a village wide-survey on the facilities and services provided in the village centre; to be given to a consultant at a proposed Traders consultation evening later in the year.*
2. The Village Centre map and Guide completed and issued
3. The Parish Council has now been informed that DEFRA have delayed the opening period for applications due to the forthcoming elections and other issues until June 2015. No further details of alternative consultants have been received via HDC therefore Members were requested to consider the use of Source Leicestershire again using a revised brief. (Stages 1 and 2).

The Members discussed the process of commissioning a consultant to undertake the study via Source Leicestershire, and considered that this could be delayed to ensure that any quotations were current and applicable in respect of the potential LEADER funding in June.

Councillor Grafton-Reed therefore proposed that the commissioning of the Village

Centre Improvement Study should be postponed until May. Councillor Porter seconded the proposal and all Members were in agreement.

15.09 **RECOMMENDED: That the commissioning of the Village Centre Improvement Study via Source Leicestershire should be postponed until May.**

15.10 **6. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 4**  
**a. Identification of land parcels**

Councillor Porter reported that the Land Agent who had been engaged to undertake a formal valuation of a parcel of land on Frolesworth Road is having difficulties with communications with the present landowner. However, the Land Agent has indicated that his report will be available shortly and Councillor Porter indicated that he would circulate the report to all Members of the group for consideration.

Councillor Porter confirmed that he had not yet received a response from the owners of the parcel of land of Cosby Road, but due to its likely unsuitability for sports pitches had not pursued this at present.

The Parish Manager informed the meeting that there has been no further contact from Leicestershire County Council's Land Management Team on the availability of land to buy or lease since meeting on 30 October.

The Members discussed the scope for the potential purchase of another parcel of land to the east of Frolesworth Road as public open space. Councillor Grafton-Reed proposed that Councillor Porter should make a formal approach to the owners of the parcel of land in order to ascertain whether it would be available for the Parish Council to purchase. Councillor Stell seconded the proposal and all Members were in agreement

**RECOMMENDED: That Councillor Porter should make a formal approach to the owners of a parcel of land to the east of Frolesworth Road in order to ascertain whether it would be available for the Parish Council to purchase.**

15.11 **7. URGENT ITEMS**  
None raised

15.12 **8. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**  
None received.

The meeting closed at 8.20pm

Date of next meeting 5 February 2015.

Minutes approved and accepted as correct

..... Chairman

Dated.....