

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP
HELD ON THURSDAY 08 JULY 2021
HELD BY ZOOM VIDEO AND WEB CONFERENCING**

PRESENT: Councillors R Davis, Mrs MA Fothergill, D Glenis, C Grafton-Reed, M Graves, G Mallaghan, S Oliver, and Mrs M Stell

APOLOGIES: No apologies received

CLERK: Mrs D Barber

1. ELECTION OF CHAIR FOR MUNICIPAL YEAR 2021-22

Councillor Glenis proposed, and Councillor Mrs Stell seconded that Councillor Grafton-Reed is elected Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2021-22. A show of hands carried this proposal unanimously.

21.220 **RESOLVED: That Councillor Grafton-Reed is elected Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2021-22**

21.221 **2. ELECTION OF VICE-CHAIR FOR MUNICIPAL YEAR 2021-22**

Councillor Grafton-Reed proposed, and Councillor Davis seconded that Councillor Oliver is elected Vice-Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2021-22. A show of hands carried this proposal unanimously.

RESOLVED: That Councillor Oliver is elected Vice-Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2021-22.

21.222 **3. APOLOGIES**

No apologies were received.

21.223 **4. DECLARATION OF MEMBERS INTERESTS**

No declarations of interest were received.

5. MINUTES OF MEETING

Members received the minutes of the meetings held on Thursday 11 January and Tuesday 2 March 2021. The Parish Manager was requested to contact Harborough District Council to ask if they would be willing to support the Parish Council with the review of the Neighbourhood Plan. A unanimous show of hands accepted the minutes as a true record.

21.224 **RESOLVED: That the minutes of the Neighbourhood Plan Delivery and Monitoring Group meetings held on Thursday 11 January and Tuesday 2 March 2021 are accepted.**

6. NEIGHBOURHOOD PLAN – WAY FORWARD

Members considered the best way to move forward with the review of the Neighbourhood Plan. After a general discussion, it was agreed that the Chair would formulate a 'key activities' program.

Neighbourhood Plan Key Activities Milestone Plan

- 1) Recruit Neighbourhood Plan Consultant
 - a. Define statement of work to include.
 - i. grant application to fund work,
 - ii. development of revised NP document,
 - iii. liaise with HDC on potential housing numbers,
 - iv. Access traffic information /completing traffic surveys,
 - v. Completing a revised NP document
 - vi. publishing the inspection copy, and other copies as required
 - vii. leading the referendum submission.

Note instructions will include a clear instruction that we wish to pursue parallel options of "windfall housing with no identified sites" and limited identified sites. This will impact cost and timescale.

Parish Council to review current list of infrastructure and update as required.

- 2) Revise draft of NP documents
 - a. Change early pages with description of Broughton Astley.
 - b. Correct obvious numeric errors.
 - c. Modify maps are required from current level.
 - d. Consolidate a copy to present to full council to consider.
- 3) Public Consultation
 - a. Print large scale maps.
 - b. Arrange session in Village Hall and potentially other venues (St Mary's Church, Library, Baptist Church, schools etc)
 - c. Share on public media (consider switching off comments but invite people to come to an open day)
- 4) Consultant to arrange final draft to be shared with HDC officers for comment.
 - a. Update if required considering new input.
- 5) Review input and edit as required.
 - a. Collate input for updated database to support NHP.
 - b. Submit final pre-inspection copy to full Council for final comments.
- 6) Consider additional public meetings if required.
- 7) Pre-Inspection copy to be completed (Consultant)
 - a. Arrange printing of limited number of copies.
 - b. Submit for inspection and copies to HDC.
- 8) Submit for Inspection (Consultant)
 - a. Print necessary inspection copies.
- 9) Consider outcome from Inspection.
 - a. Edit and recirculate as required.
 - b. Consider informing public of any major changes to NHP.
- 10) Arrange Referendum (Consultant)
 - a. Print agreed number of copies for circulation.
 - b. Copies to website & social media.
- 11) Outcome of referendum

- a. If not voted through, then consider feedback and edit as required (back to be 5)
- b. If voted through, pass to HDC to be “made”.

21.225 **RESOLVED: That the Key Activities Milestone Plan is accepted.**

21.226 **The meeting closed at 9.05pm**

DRAFT