

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP
HELD ON THURSDAY 4 AUGUST 2016
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: C Grafton-Reed (CGR), D Howe, S Oliver, R Patrick, R Tomlin and Mrs M Stell (7.44pm)

APOLOGIES: Councillor C Porter

CLERK: Mrs A Wood – Deputy Clerk

16.76 **1. APOLOGIES**

Apologies were received and accepted from Councillor C Porter.

16.77 **2. PARISH LIAISON OFFICER, HARBOROUGH DISTRICT COUNCIL**

Hayley Cawthorne (HC), Parish Liaison Officer for Harborough District Council (HDC), was in attendance to explain to Members the process she goes through to secure Section 106 Community Facility funding and the grant process to allocate Section 106 funding to parish projects.

HC provided a handout to Members which she used to highlight the numerous steps in the process, with appendices to evidence the various forms, documents and correspondence required.

Members queried who received the payment from developers and the timeline / triggers of the S106 monies allocated to Broughton Astley, further to the approved developments for the village. HC to confirm HDC's understanding of the S106 agreement.

It was also queried why a deadline is included in the S106 agreement for monies to be expended, if an evidence of need has been demonstrated and the developer has agreed to contribute to a facility. HC advised that the developer species the deadline and may question the need if a project has not materialised during that period.

Members recommended that copies of the relevant S106 agreements are circulated to the NPD&MG to remind of spend by dates, etc.

HC provided a short overview of pooling.

Leicestershire County Council is a signatory to the S106 agreement and as such receives funding for education and highways. HC to provide contact details for LCC, as it was recommended that the Parish Council established where funding from the developments in Broughton Astley would be allocated or pro-actively seek funding for projects in the area.

CGR queried the requirement for the Parish Council to complete an application form for funding when the leisure and medical facility have both been specified in the S106 agreement. HC confirmed that this was a requirement, as a number of organisations can apply for the funding and it ensures full transparency.

HC advised that the Parish Council should consider completing a Section 106 funding application form for review for each project, in advance of finalising specific amounts, to ensure it includes all the required information. Members recommended that this was undertaken by the Parish Council.

Members queried the process for the submission of an invoice to the developer for the S106 funding and HC confirmed that this was undertaken by HDC at each trigger point. Members requested clarification on this matter, particularly when a large project such as a leisure facility was being undertaken, which may be delayed due to external factors.

Members thanked Hayley for her time and she left the meeting at 9.00pm.

RECOMMENDED:

- i. **Copies of the relevant S106 agreements are circulated to the NPD&MG to remind of spend by dates, etc.;**
- ii. **Parish Council to establish where funding from the developments in Broughton Astley would be allocated or pro-actively seek funding for projects in the area; and**
- iii. **Parish Council to complete a Section 106 funding application form for review for each project.**

16.78 **3. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**
No declarations were received on Member's interests and requests for dispensations.

16.79 **4. TO DISCUSS THE ADVICE RECEIVED FROM NALC REGARDING THE SECTION 106 EXTENSION – VARIATION OF TIME**

Members received an update on the legal advice received from NALC on the Section 106 extension, variation of time.

CGR also updated Members on the progress to date with HDC and the developer; however, it was acknowledged that due to the summer holidays there was an inevitable delay. Members recommended that the Parish Council remains proactive due to the continued dialogue but awaits the outcome of a meeting to be arranged with CGR, HDC and the developer before any further advice is sought.

RECOMMENDED: The Parish Council remains proactive due to the continued dialogue but awaits the outcome of a meeting to be arranged with CGR, HDC and the developer before any further advice is sought.

16.80 **5. TO CONSIDER PROGRESS IN COMPLETING THE NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP ACTIONS**

Members discussed the actions outstanding and agreed the following:

INITIAL ACTIONS KEY OBJECTIVE 1 – LEISURE FACILITIES JULY 2016

Further to the circulation of a progress report from RPT Consultancy, a workshop is to be arranged for Members week commencing 5 September 2016.

Members noted that Mandi Collins, Vice Principal at TECC, had confirmed that the Leisure Facility should not be moved and that she was happy with the proposed location, as opposed to a land swap.

INITIAL ACTIONS KEY OBJECTIVE 2 – MEDICAL FACILITIES JULY 2016

RPT Consultancy to pursue.

INITIAL ACTIONS KEY OBJECTIVE 3 – IMPROVED SHOPPING FACILITIES JULY 2016

The Deputy Clerk confirmed that flowers had been planted at the gateway to the village.

INITIAL ACTIONS KEY OBJECTIVE 4 – OPEN SPACES JULY 2016

The Deputy Clerk will update the actions outstanding with the contact details of an organisation that is to assist in identifying the ownership or partial ownership of the disused railway line.

Councillor Mrs Stell and the Deputy Clerk will be attending a meeting at County Hall on 8 September 2016 at 10am. Councillor Grafton-Reed may also attend, as the feasibility of providing additional cycle ways in Broughton Astley is to be discussed; including potential funding streams e.g. LCC S106 contributions from existing developments.

The meeting closed at 9.24pm