

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP
HELD ON THURSDAY 4 SEPTEMBER 2014
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors J Bateman, (JB) C Grafton-Reed, (CG-R) Mrs S Hendy, (SH) S Oliver, (SO) and C Porter (CP)

Clerk: Mrs C M Lord – Parish Manager (PM)

Also present: Mrs Deborah Barber – Deputy Clerk (DB) and Mr Peter and Mrs Aileen Charman representing the Village Traders Association

At 7.00pm and prior to the start of the meeting Peter Charman – Chairman of the Broughton Astley Traders Association presented ideas for Village Centre improvements to the meeting.

He begun by stating that there is an overriding need to inform residents that the village centre business are there and to encourage them to use them. Many traders are struggling and could fold if business does not improve. Issues raised were:

1. The use of Broughton Matters magazine to promote the Village Centre
2. The need to tidy up pavements / grass / weeds particularly around the Co-op
3. The provision of a Noticeboard to promote businesses
4. The poor condition of footways
5. The lack of benches / planters required to improve the visual aspect
6. The provision of a public toilet to prevent use of shop toilets
7. The need to encourage the use of the Village Centre when a new Supermarket opens
8. Traders aren't asked to pay a part in village life
9. Signage to the Village Centre
10. The need for a survey to be undertaken to ascertain why they don't use the facilities / services provided now and what local people actually want in the Village Centre and.
11. Traders find it difficult to respond to requests to attend events as they are sole traders
12. Christmas Lights area good event but would like other village centre based events through the year
13. The Carnival takes trade away from the village centre – and leaves it deserted
14. More promotion of what is on offer

Mr Charman put a number of questions to the meeting on behalf of the Traders including the summary–

Q. Does the Parish Council consider that the village centre is finished?

Q. How does the Parish Council propose to help us?

CG-R began the response on behalf of the Parish Council stating that although Economic Development was not within the powers or duties of a Parish Council; in the case of Broughton Astley our Neighbourhood Plan has committed it to a Village

Improvement Strategy, which can be delivered through the General Power of Competence. He reminded the meeting that the Economic Development role is undertaken by Harborough District Council and the Leicester and Leicestershire Enterprise Partnership, and that there a number of organisations who also provide help to the business sector, who have the expertise to do so.

DB provided an update on the progress of providing a noticeboard for the Village centre. The noticeboard had been provided via BAIT grant funding from the Welland Market Towns Initiative some years ago, but that when an Officer was made redundant the project was not pursued. She has now taken this project on in addition to her normal role, stating that she had collated the information provided and amended it to ensure that it is as up to date as possible. The final draft of the map is now at the printers being update, and will be placed in the noticeboard in due course. Eventually a heritage trail map will be inserted in the rear panel of the board. If the cost is no too onerous a leaflet based on the map will also be produced for circulation. She expressed her surprise that this information had not been passed on by the Parish Councillor who had been liaising with the Traders.

PM explained that under local council legislation a Parish Council can only provide a magazine using public money if it is based largely of parish council and community information. Parish Council policy states at present that there must not be more than 2 pages of commercial (paid) advertising; and that it could not provide individual commercial ventures with free advertising using public money. However it might be possible to provide a A6 'free' advertisement on behalf of the Village Traders Association as a whole, on the same basis as the policy on free advertising to community groups.

PM

PM also explained that as part of the earlier stages of the Village Centre Improvement Strategy had produced a draft commissioning document, which had already been shared with the Business Development Manager at Harborough DC and with the LEADER project in order to appoint either a public organisation of a consultant to undertake a programme of external support which is required to work within the criteria of the Village Centre Improvement Strategy, aimed at improving and enhancing the principal village shopping and business area by:

PM

- Consulting the 'fledgling' Village Centre Traders Association in order to establish their aspirations for support and development;
- Making the existing village centre more attractive with a wider variety of shops;
- Ensuring that the location of the proposed new large supermarket supports and not diminishes use of the existing village centre;
- Co-ordinating a multi-agency approach to rejuvenate the existing village centre to protect jobs and services; and
- Encouraging new employment opportunities which enhance the village centre and provide additional services and facilities to increase inward investment and the sense of community within the village.

She expressed concern that details of this work being undertaken had not been shared with the Traders to this point in time.

CG-R advised Mr Charman that there were a number of actions that the Traders could undertake in order to kick-start the longer term improvement process:

TRADERS

1. Produce an A6 'advertisement' for Broughton Matters to promote the use of the Village Centre as a whole.
2. 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.

3. Consider the 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.

Mr and Mrs Charman thanked the Members of the Neighbourhood Plan Delivery and Monitoring Group for listening to the issues raised, and for providing feedback. They left the meeting at 7.50pm.

ACTION

- 14.13 **1. APOLOGIES**
Apologies received and accepted from R Capewell, S Hendy and R Patrick
- 14.14 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**
None received.
- 14.15 **3. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 1**
- a. A meeting with Jelsons Ltd is still to be organised PM
 - b. A meeting with HDC has been held and a draft specification for the Leisure Centre Management Study produced; awaiting finalisation and issue to consultants by HDC.
 - c. A number of parcels of land suitable for either sports pitches or informal recreation have been identified and initial contact made with 2 landowners. Meeting with both land owners to be organised as a matter of urgency. CP
- 14.16 **4. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 2**
- a. A meeting with Jelsons Ltd is still to be organised PM
 - b/c A progress meeting with the Orchard Medical Centre and the NHS Asset Manager to be organised for an early evening at the end of September.
- 14.17 **5. PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 3**
- a. Meetings held with HDC and the Leader Project to establish whether support can be provided for Village Centre Improvement Strategy. Advice provided and further meetings to be held.
 - b. Representative of Village Centre Traders invited to meeting (see above)
 - c. Draft commissioning brief – to be circulated to organisations and consultants. PM
- 14.18 **6. MEMBERS MOTION 09/14 – COUNCILLOR SWINFEN**
The Members of the group discussed the merits of the motion which had failed to gain support at full Council, but which had been referred back to the Group for further consideration.
CG-R stated that in hindsight the proposal was probably too radical and a step too far at this point in time, whilst problems with village centre car parking had yet to be resolved. He proposed that the Parish Council should actively pursue the improvement of existing parking facilities and the provision of additional parking before a 'no waiting' TRO or any other traffic management measures are introduced.
He further proposed that once the parking issues are resolved consultation should be undertaken with both Traders and residents on proposed improvements to traffic management in the village centre, and funding sources i.e. EU funding etc investigated if Highways funding is not available. Both proposals were seconded by CP and supported by the Members present.
- 14.19 **RECOMMENDED:**
1. That the Parish Council should actively pursue the improvement of
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existing parking facilities and the provision of additional parking before a 'no waiting' TRO or any other traffic management measures are introduced.

2. That once the parking issues are resolved consultation should be undertaken with both Traders and residents on proposed improvements to traffic management in the village centre, and funding sources i.e. EU funding etc investigated if Highways funding is not available.

- 14.20 7. **PROGRESS AGAINST ACTIONS ARISING – KEY OBJECTIVE 4**
- a. Mapping exercise of open space with potential to be adopted for recreational use has been undertaken and Land Registry searches received
 - b. Initial contact made with 2 landowner
 - c. Dialogue to be open with Land Management company in respect to the disused railway line (JB to provide details)
 - d. Investigations into ownership of Rights of Way undertaken.

14.21 **8. APPOINTMENT OF WORKING GROUP – SECTION 106 MONIES**

The Members were informed that a firm decision on whether an extension to the time limits of S106 funding had still not been provided by HDC , therefore CG-R and CP volunteered to form a sub group to investigate costs, obtaining quotations and submitting Section 106 applications in respect of proposals submitted:

CG-R
/CP

- a. Purchase of land next to recreation ground for recreational use
- b. Installation of benches and planters in the village centre
- c. Replacement of playground with 2+ large pieces of equipment
- d. Installation of footpath (Cromford Way)

Members agreed that proposal A should be the priority to be pursued urgently.

14.22 **RECOMMENDED:**

1. That the sub group to investigate costs, obtaining quotations and submitting Section 106 applications in respect of proposals submitted:
 - a. Purchase of land next to recreation ground for recreational use
 - b. Installation of benches and planters in the village centre
 - c. Replacement of playground with 2+ large pieces of equipment
 - d. Installation of footpath (Cromford Way)
2. That proposal A should be the priority to be pursued urgently

14.23 **9. LEAD MEMBERS OF SUB-GROUPS**

At the request of the Parish Manger the following Members were appointed as Lead Members for the Key Objectives:

1. Leisure Centre – Clive Grafton-Reed
2. Village Centre Improvement – Councillor Jon Bateman
3. Medical Centre – Councillor Sulina Hendy
4. Open Space – Councillor Colin Porter.

14.24 **6. URGENT ITEMS**

NONE

14.25 **7. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

The meeting closed at 9.20pm

Minutes approved and accepted as correct

..... Chairman

Dated