

Neighbourhood Plan Advisory Committee



Anstey Parish Council
LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

To Members of the Neighbourhood Plan Advisory Committee including Councillors Cotton, Booth, McAllister, Peake, Potter and Roger Peat

The meeting will be held on the Tuesday 13th April 2021 starting at 7pm Via Zoom
<https://us02web.zoom.us/j/81986059459>

6th April 2021

TO ALL MEMBERS OF ANSTEY PARISH COUNCIL FOR INFORMATION:

Glyn McAllister (Chairman), Martin Broomhead (Vice Chairman), Nigel Aston, Vicky Ball, Sue Billington, Stuart Booth, Grant Cotton, Mandy Jordan, Dave Parker, Kathy Peake, Murray Peat, Roger Peat, Lee Potter, Matt Rogers

Liz Hawkes BA (Hons) – FSLCC
Clerk to the Council



AGENDA

1. **PUBLIC RECESS**
To receive representation from members of the public.
2. **APOLOGIES**
To receive any apologies for absence
3. **DECLARATION OF INTERESTS**
To receive any declarations of interest on agenda items
4. **MINUTES** (Appendix A)
To **APPROVE** and sign the minutes of the meeting held on the 16th March 2021.
5. **CONSULTATION EVENT – OPEN EVENT**
To discuss when an open event can take place and the format of the event.
6. **UPDATES ON NEXT STEPS**
 - (a) Vision Statement
To be provided by Peter Williams and Grant Cotton
 - (b) Questionnaire
To be provided by Sarah Taylor, Graham Taylor and Nigel Ball
 - (c) Land ownership
To receive any updates on how this data can be collected.
 - (d) Local stakeholders
A discussion on who these stakeholders are.
 - (e) Communication (internal and external) (Appendix B)
To receive information about how communication will work for the group.

- (f) History of parish
To be provided by the History Society.
- (g) Skills audit amongst Members
To discuss if there are any skills that committee members have that can be utilized during this project.
- (h) Design Code **(Appendix C)**
To receive information about including a design code that could be included in a Neighbourhood Plan

**MINUTES OF MEETING OF THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE
MEETING HELD ON TUESDAY 16th MARCH 2021 AT 7.00PM
Via ZOOM**

Appendix A

Parish Councillors Present:

Grant Cotton	Stuart Booth
Glyn McAllister	Kathy Peake
Murray Peat	Roger Peat
Sue Billington	

Other Committee Members Present:

Nigel Ball	Judith Lincoln
Brian Rowlinson,	Graham Taylor
Sarah Taylor	Peter Williams

Others Present: Gary Kirk – Your Local Neighbourhood Plan Consultant

Officers Present: Clerk and Deputy Clerk to the Council

- NP1/20 Welcomes and Introductions**
Councillor Cotton opened the meeting and gave all present the opportunity to introduce themselves.
- NP2/20 Apologies**
Apologies were received from Paul Day
- NP3/20 Declarations of Interest on items on the Agenda**
Committee members who are not councillors were asked to complete and return a register of interest form.
No declarations of interest were recorded.
- NP4/20 Neighbourhood Planning**
(a) The Committee **NOTED** the slides from presentation attached. Gary Kirk confirmed that there is to be a review of the National Planning Policy Framework whitepaper with reference to climate change.
(b & c) The Committee **NOTED** that protection of existing buildings and things to keep/maintain and improve in Anstey need to be discussed in future meetings.

Councillor Billington reported that listed buildings are registered on the Charnwood Borough Council (CBC) website. Gary Kirk advised that listed buildings are already protected, the neighbourhood plan is an opportunity to add buildings that may have interest because of local knowledge, historic importance or interesting architectural aspects.
- NP5/20 Terms of Reference Committee**
The Committee **AGREED** the **ADOPTION** of the terms of reference.
- NP6/20 Draft programme / Getting started**
The committee **NOTED** the suggested draft programme for the project. Councillor McAllister noted the key drivers for the project are the public consultations and questionnaires. Gary Kirk also informed the committee that some of the items are beyond the responsibility of Anstey PC.



Anstey Indicative Neighbourhood Planning Programme (Nov 2020)

	2021												2022										
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Funding bids (Locality, Others ...)																							
Promoting the plan (Regular linked to events)																							
Agree broad vision (Develop vision statement)																							
Identify stakeholders (Contact Community Groups, businesses, land owners, etc.)																							
Build evidence base (Socio economic profile, housing need, Census info)																							
Consultation events (At each settlement, at start and end of process)																							
Questionnaire? (Optional but useful part of evidence base)																							
Develop strategy/policy (Analyse consultation and identify sites/appraise)																							
Writing the Plan (Write plan and amend after formal consultation)																							
Approvals (AC and PC)																							
Pre-submission consultation (6 weeks)																							
Submission to LPA (Point at which NP secures a degree of statutory weight)																							
Examination																							
Referendum																							

Judith Lincoln left the meeting

NP7/20

Funding

The Committee **NOTED** the following information from Gary Kirk about funding available for the neighbourhood plan.

Funding grants are available from April to March. Gary Kirk will commence the next funding bid to be approved in April and anticipates there will be sufficient funding from Locality to complete the Neighbourhood Plan. This item is to be kept on the agenda for regular updates.

NP8/20

Next steps to consider

The Committee discussed the following next steps;

(a)

Vision Statement – Peter Williams provided information about his vision for Anstey outlining his concerns about loss of bio-diversity, climate change and land management. He is also interested in providing habitats for swifts nesting in the village. Gary Kirk advised that the N.P will have policies that will include his ideas and that the vision statement should include more general ideas of how Anstey will look in 2036. It should include ideas about what the plan can achieve and should include transport, employment and community facilities.

The Committee **AGREED** that Councillor Cotton and Peter Williams will meet to discuss a vision statement to propose to the Committee.



- (b) Logo – The Committee **AGREED** to continue to use the existing Anstey Parish Council packhorse bridge logo.



- (c) Questionnaire
Questionnaires will be required to capture public opinions. The Committee **AGREED** that Graham Taylor, Sarah Taylor and Nigel Ball supported by Gary Kirk will meet to discuss what will be included in the public questionnaire including the possibility of a separate young person's section. Gary Kirk advised about how the questionnaire can be completed electronically.
- (d) Land ownership
As part on the N.P. it is necessary to make contact with land owners within the village. Gary Kirk recommended that local knowledge is used to create a map of all the land owned in the village. It will be important that data protections are not compromised when collecting this data.
- (e) Local stakeholders – To be discussed at future meetings
- (f) Communication (internal and external)
The Committee **AGREED** the Clerk will contact all the members of the Committee to confirm that their contact details can be shared amongst the Committee. The possibility of sharing files was discussed and possible options of having a Neighbourhood Plan tab on the Anstey PC website or alternatively for this to be hosted by the Leicestershire CC website.
- (g) History of parish
Nigel Ball **AGREED** to contact the Anstey Local History Society to ask if they will contact Councillor Cotton to help produce a page report on the history of Anstey.
- (h) Skills audit amongst Members – Councillor Cotton asked members to notify the committee of any skills they may have which will help produce the Neighbourhood Plan.
- (I) Building Design Codes – Gary Kirk advised that the funders, Locality are keen to promote new homes that fit into the surrounding areas. He advised that funding is available to receive technical support to look specifically at design features.

Councillor Booth enquired about sustainability issues and climate change issues fit within the N.P, Gary Kirk advised that the N.P. needs to fit in with the Local Plans which is challenging.

NP9/20

Dates of future meetings

The Committee **AGREED** the following schedule of meetings to be held at 7pm

Meeting number	Date
1	16 th March 2021
2	13 th April 2021
3	25 th May 2021
4	6 th July 2021
5	17 th August 2021
6	28 th September 2021
7	9 th November 2021
8	18 th January 2022
9	1 st March 2022
10	12 th April 2022

NP10/20

Recommendations

For Anstey PC to NOTE that the meeting was held.

The meeting finished at 8.40pm hours

..... Date
Chairman

Communications

Authors: Clerk to the Council

Purpose: For committee members to receive information about a suggested method of communication for the Neighbourhood Plan Group

Recommendations:

- To **NOTE** the report

1. Background Information

Effective and user friendly methods are required so that information collated by the group and decisions, discussion that take place are kept in a transparent manner. The following is the known way that communication takes place.

Gary Kirk, Yourlocale consultant will issue a skeleton agenda to the Clerk who will distribute any additional information available. This will be sent out as per the terms of reference one week before the meeting, by email. Paper copies of the meeting will be available when we resume meetings at the hall.

The meeting of the 13th April will be the last virtual meeting Government Legislation allows, as continued virtual meeting is not in place.

2. Communication with group members

Those members of the public who were present at the last meeting have confirmed that they are happy for their contact details to be shared within the group. You will note that email addresses for all is available on the email distribution list with the circulation of the agenda.

New members will be asked if they are content for their details to be shared and will be added to the circulation list when confirmed.

If you are tasked with completing an action, the Clerk will ensure that you receive an email outlining the work to be completed and contact details for other people you may be working with.

All work undertaken in groups will come back to the committee for discussion / decision.

If you have completed work in groups and are ready for this to be shared with the committee, do send this to the Clerk and this can be circulated with the agenda if available or before the meeting takes place. clerk@ansteypc.org

3. Decisions

All decision will need to be taken within meetings unless delegated authority is given to group members.

4. Confirmed Documents

All documents that have been **AGREED** by the group and Council will appear on the dedicated Neighbourhood Plan page of the website.

<https://www.ansteypc.org.uk/neighborhood-plan.html>

5. Communication with the wider population

The Parish Council currently has in place the following methods of communicating with Anstey residents.

- Noticeboards
- Website www.ansteypc.org.uk
- Facebook
- Monthly article in YourLocal magazine.

6. To consider any other routes to communication required.

Discuss

From: G KIRK <gary.kirk@btinternet.com>
Sent: 19 March 2021 12:22
To: clerk@ansteypc.org
Cc: Grant Cotton; deputyclerk@ansteypc.org; glyn McAllister (cldr.glyn.mcallister@ansteypc.org)
Subject: Re: Anstey Parish Council - Neighbourhood Plan. Design Code
Attachments: Maltby Neighbourhood Plan Design Code (2020) reduced.pdf

Hi all.

I was asked to provide more information in relation to design.

I attach a design code produced by Locality's partners AECOM. This would be the sort of document that would be prepared for Anstey. It is a very professional and

Applying for this technical support also releases additional project funds so I would be able to liaise with AECOM and provide the links necessary to ensure that the document reflects local need. Input from the group would be needed to identify the key features but this would not require any specialist knowledge or be unduly onerous. It is, in my view, a good opportunity to develop a local response to an issue which is likely to be of growing importance locally.

As you know, design issues are being given increasing prominence in national planning guidance. This is a chance to maximise the influence that you can have over the design of houses and extensions in the Parish and I hope that you will consider taking advantage of this opportunity.

Although the grant funding round is closed, bids for technical support are still open until the end of next week so I can submit a bid if you think this is appropriate. Once AECOM have been appointed, you can talk to them about the opportunities this offers and make sure that you are happy with the approach taken.

Thanks.

Gary

Gary Kirk MA, CQSW, MCIH
Managing Director
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Tel 07808 060654 **email** gary.kirk@btinternet.com
web <https://www.yourlocale.org.uk>

Planning Awards 2019 - finalist for Saddington Neighbourhood Plan

----- Original Message -----

From: "clerk@ansteypc.org" <clerk@ansteypc.org>
To: "G KIRK" <gary.kirk@btinternet.com>
Cc: "glyn McAllister (cldr.glyn.mcallister@ansteypc.org)" <cldr.glyn.mcallister@ansteypc.org>; "Grant Cotton" <Cllr.Grant.Cotton@ansteypc.org>; "deputyclerk@ansteypc.org" <deputyclerk@ansteypc.org>
Sent: Tuesday, 24 Nov, 20 At 11:54
Subject: Anstey Parish Council - Neighbourhood Plan

