**Notes from the meeting of the Neighbourhood Planning Working Group held on 22 June 2016 at 7.00pm.**

**Present:-** Cllr Terry Cryer, Cllr Mrs Lynda Cryer, Councillor Mrs Lindsey Philipson and Sue Whittam.

**Apologies:-** Councillor Mrs Eileen Murray.

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| The Parish Council is recommended:-1. To approve the amended Terms of Reference for the Neighbourhood Planning Working Group as follows:-
* To look at the options/benefits and costs for a Neighbourhood Plan for Grimsargh.
* To liaise with other Parishes and Town Councils such as Broughton and Longridge to learn from their experiences in developing a Neighbourhood Plan.
* To source funding to support the development of a Neighbourhood Plan.
* To advise the Parish Council on the procedure and timescales for developing a Grimsargh Neighbourhood Plan.
* To co-opt expertise from outside the Parish Council onto the Neighbourhood Planning Working Group as necessary.
* To provide a written report back to the Parish Council with recommendations in line with the above.
1. To approve the process to start a Grimsargh Neighbourhood Plan subject to further information being presented on the proposed costings of the Plan**.**
2. To approve in principle that the proposed designated area for the Plan should be the total Parish Council area.
3. To approve the appointment of Sue Whittam as the Project Officer and to authorise the payment of the additional hours for this role which is separate and in addition to her role as Clerk to the Council.
4. To receive and note the report of the Working Group held on 22 June 2016.
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**1. Appointment of Chairman of the Working Group**

It was agreed that Councillor Mrs Lindsay Philipson would be Chairman of the Neighbourhood Planning Working Group.

**2. Appointment of Note Taker for the Working Group**

It was agreed that Sue would be the note taker for the Neighbourhood Planning Working Group.

**3. Terms of Reference for the Working Group**

The Parish Council had approved the following draft Terms of Reference for the Neighbourhood Planning Working Group at their meeting in May 2016:-

* To look at the options/advantages and costs for a Neighbourhood Plan for Grimsargh.
* To liaise with other Parishes and Town Councils such as Broughton and Longridge to learn from their experiences in developing a Neighbourhood Plan.
* To source funding to support the development of a Neighbourhood Plan.
* To advise the Parish Council on the procedure and timescales for developing a Grimsargh Neighbourhood Plan.
* To provide a written report back to the Parish Council with recommendations in line with the above.

These were discussed and the Neighbourhood Planning Working Group agreed to recommend to the Parish Council the following amendments to the draft Terms of Reference:-

* To look at the options/benefits and costs for a Neighbourhood Plan for Grimsargh.
* To liaise with other Parishes and Town Councils such as Broughton and Longridge to learn from their experiences in developing a Neighbourhood Plan.
* To source funding to support the development of a Neighbourhood Plan.
* To advise the Parish Council on the procedure and timescales for developing a Grimsargh Neighbourhood Plan.
* To co-opt expertise from outside the Parish Council onto the Neighbourhood Planning Working Group as necessary.
* To provide a written report back to the Parish Council with recommendations in line with the above.

In line with the Terms of Reference the Working Group started to look in detail at the options/benefits of a Neighbourhood Plan for Grimsargh. Lindsay circulated some information she had received from a conference regarding St Anne’s Neighbourhood Plan. The following was discussed:-

**Why have a Neighbourhood Plan –** When adopted it becomes a statutory part of Local Development Plan. It allows a community to influence the planning of the area. It assists in developing planning policies specific to areas within our community. Identifies the most appropriate use of Section 106 monies and Community Infrastructure Levy (CiL) contributions. It enables the Parish Council to receive 25% of CiL monies, it underpins the work done by the Parish Council and gives us an opportunity to strengthen and develop policies to cover the area of separation. It allows us to influence the types of housing in the village and helps us understand the needs of our community and be transparent.

**What must a Neighbourhood Plan do? –** must contribute to the achievement of sustainable development. Be in general conformity with strategic policies in the local development plan. Not conflict with National Policy and not breach EU obligations (currently).

**How to succeed** – Ensure resources are available for community engagement evidence gathering – all costs money and need skills. Effective leadership and governance. It is a process – focus on delivery.

**What is involved in preparing a Neighbourhood Plan** – Key stages are firstly the designation of the area. Involve the community and gather evidence. Publication of draft plan and consultation on it:- conformity, examination, referendum, adoption and delivery.

**Things we need to do** – set up a small steering group, the basis of this is our Working Group. Nominate a Project Officer, report progress to every Parish Council meeting, and develop good relationships with consultants and the principal authority. Look at funding through Planning Aid.

**4. The Way Forward**

1. **Designate the area**

The Working Group recommends to the Parish Council that the whole of the Grimsargh Parish area is the designated area for the Neighbourhood Development Plan.

1. **Project Officer**

The Working Group recommends that Sue Whittam as Clerk to the Council is the most appropriate person to become the Project Officer for the Neighbourhood Plan and they also are recommending that she is paid for these additional hours which are over and above her role as Clerk. The hours worked should be included as part of the overall costs of the plan and Sue will log these and claim them monthly/quarterly as appropriate.

1. **Fact Finding/information gathering**

Lindsay/Sue to meet with Tom Wiggans at Preston City Council who is leading on the Neighbourhood Plans for the Local Authority, this is to clarify procedure and timescales etc.

Sue to contact Steve Caswell at Penwortham Town Council to find out about their plan including costs.

Lynda/Terry to speak/meet with Pat Hastings (Broughton PC) and Rupert Swarbrick (Longridge Town Council) to gather information on their plans, advice, costs and any pitfalls etc.

Sue to contact the Planner for Broughton and to look at how to apply for funding.

Eileen to produce a timeline for the production of a Neighbourhood Plan once we have agreement from the Parish Council.

**7. Date of Next Meeting – 27 July at 7.00pm.**