

**Notes of the Meeting of the Neighbourhood Planning Working Group
Held on 11th February 2014 at 7.30pm in the Parish Office**

In attendance: Jeff Rhodes, Chair
Cllr Sue Green, Gnosall Parish Council
Cllr Keith Abbott, Gnosall Parish Council
Chris Emsley
Jayne Cooper, Clerk

1	<p>To receive apologies</p> <p>Cllr M Deegan, Cllr R Greatrex, M Corfield, T Lewington</p>	Action	By
2	<p>To receive the notes of the meeting held on 17.12.13</p> <p>The notes of the meeting were taken as read and would be added to the Parish Council's website</p>		
3	<p>Questionnaires – to commence with the analysis of returned questionnaires</p> <p>Over 500 completed questionnaires had been returned with a few more to follow. TL had organised a spreadsheet for all the data to be input into. Data input would be arranged from the Parish Office, mainly carried out by the Assistant to the Clerk with help from councillors and working group members. It was accepted that this task would take considerable time.</p> <p>Once the data had been input, analysis would commence starting with identification of the main issues and aspirations. Following that a skeleton plan with the main headings will be prepared as well as a Planning and Aspirations paper. JR agreed to draft an outline plan framework with the relevant headings.</p> <p>This would be followed by a draft plan with policies.</p> <p>It was accepted that public consultations would have to be arranged as the plan progresses to discuss ideas and gauge the opinion of parishioners. Parishioners have to agree with the plan prior to referendum therefore the more consultation that can be arranged would be beneficial.</p> <p>JR informed members of a local consultant, Mr Hugh Lufton, a planning professional with extensive experience in working with the planning systems who could be hired to help with the NP from analysing the survey results to writing the plan. Mr Lufton's fee could be covered through funding. Mr Lufton had offered to attend a</p>	<p>Parish Office Councillors Working group members to help with data input</p> <p>JR to draft outline plan framework and circulate</p>	<p>Next meeting</p> <p>Asap</p>

	meeting with the NP group at no charge to discuss the plan and explain how he could help. This was accepted and a meeting to be arranged, possibly on 25.2.14	Meeting to be arranged	25.2.14
4	<p>To discuss funding</p> <p>JC would continue with the funding application form once it had been agreed by the group and by the full Council that a consultant would be appointed and when necessary quotations had been received.</p> <p>It was noted that the Parish Council had allocated £7000 in its budget for 2014/15 for the NP but would encourage grant aid wherever possible in the first instance.</p>	JC to progress with funding application once relevant information obtained	asap
5	<p>To receive feedback following Stafford Borough Council's Parish Forum meeting held 5th February 2014</p> <p>JC and Cllr Pat Alker had attended this meeting arranged by SBC to update parishes on the position of the Local Plan, to provide an update on significant planning application for housing across Stafford Borough, share how Neighbourhood Plans are being progressed and to open discussions regarding possible methodology and processes for allocation of new houses to KSV's.</p> <p>SBC are hopeful that the Local Plan, to which the Neighbourhood Plan has to comply with, will be adopted later in the year subject to the recommended modifications being accepted by the Inspector.</p> <p>SBC has not identified where development should be within the Key Service Villages as it wants work with parishes to reach a mutually acceptable solution of how to apportion the 1,200 houses across the Key Service Villages. This was the main message given throughout the meeting. A separate meeting had been arranged for with SBC and GPC on 13th February to discuss this in further detail. A report would be given at the next NP meeting.</p> <p>JC had raised her concerns at the parish forum meeting regarding parishes not being able to easily obtain information such as demographic and environmental data to help with Neighbourhood Plans. JR had since contacted SBC about this and received a response that SBC does not keep the data, but access it from the websites of the Office for National Statistics (www.statistics.gov.uk) or the Staffordshire Observatory (www.staffordshireobservatory.org.uk) and the Environment Agency for flood maps. There is also reports and evidence base supporting the emerging local plan, which is publicly accessible on our website.</p>	Feedback to be given to NP group at March meeting	25.3.14
6	To agree the next steps and a date for the next meeting		

	<p>Possible meeting with Mr H Lufton on 25th February. JC to arrange and confirm details.</p> <p>Next full meeting to be held on 25th March 2014 at 7.30pm in the Parish Office</p>	<p>All group members</p>	
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