

Neighbourhood Plan Steering Group Meeting #3
5th September 2016, Chapel Schoolroom Hutton Rudby

1. Attendance & Apologies

Attending: Allan Mortimer (Chair), Jonathan Cooper, Rosie Danjoux, Liam Percy, Bridget Fortune,
6 members of the public

Apologies: Clare Baird, Richard Readman.

2. Procedural Issues

a) Minutes Of 1st August 2016 Meeting

Accepted.

b) Actions From 1st August 2016 Meeting

Item 2 b): Clarification on dispensation re code of conduct. Action: Jonathan Cooper.

Not discussed. Action carried forward: JC.

Item 2 c): Declarations of Interests.

Allan Mortimer & Liam Percy submitted theirs to the Parish Clerk at the Parish Council meeting on 8th August. An email has been received from Clare Baird advising that she has submitted hers.

Action complete.

Item 4 a): Submission of community feedback on Rudby & Wickets development proposals to RPC

Action complete.

Item 4 b): Submission of community feedback on call for sites to RPC

Action complete.

Item 4 c): Establish dedicated NP Website

Allan Mortimer & Clare Baird met during August to discuss structure & content. Clare (who has built her own website using Wordpress) recommended using a template as the basis for the site as the most effective route. There is a wide choice of templates commercially available at ca. £100. Clare took an action to identify a suitable template but has not reported back.

Action Ongoing: CB/AM

Until we get the dedicated NP Website established we will continue to publish all materials (minutes etc.) through the Rudby Parish Website

Item 4 d): Vision Testing / Questionnaire

See section 6 of these minutes.

3. Costs / Budget

Costs incurred to date are listed below:

2 nd June	£16.00	Room Hire (1 hour)	Village Hall Main Room (Team Meeting)
9 th June	£28.00	Room Hire (2 hour)	Village Hall Johnson Room (Team Meeting)
22 nd June	£32.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
4 th July	£14.00	Room Hire (2 hour)	Village Schoolroom (Steering Group)
21 st July	£0.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
1 st August	£14.00	Room Hire (2 hour)	Village Schoolroom (Steering Group)
5 th September	<u>£14.00</u>	Room Hire (2 hour)	Village Schoolroom (Steering Group)
Total	<u>£118.00</u>		

Estimated costs to end December

September	£100.00	Provisional sum for Wordpress template.
3 rd October	£14.00	Room Hire: Steering Group Meeting
October	£261.00	Questionnaire printing (assumes 1500 double sided colour A3 sheet)
7 th November	£14.00	Room Hire: Steering Group Meeting
5 th December	<u>£14.00</u>	Room Hire: Steering Group Meeting
Total	<u>£303.00</u>	

Forecast costs to end of December remains within the initial authorisation of £500 approved by Rudby Parish Council. However, engagement of a planning consultant to assist with preparation of the Neighbourhood Plan has been recommended by Hambleton District Council (see section 6). This will be a major cost item, but no estimate has been made as yet.

Hambleton Cabinet meet on 6th September and consideration of our area designation application is on the agenda. Approval leads to the release of £3,000 of funding which is not time limited. Access to these funds is reimbursement of receipted expenses submitted by the Parish Clerk. Funding through the Department of Communities and Local Government is subject to time constraints.

Bridget Fortune recommended investigating whether “Make a Difference” matched funding can be used to help with the costs of a planning consultant. She will provide contact details.

Action: Bridget Fortune.

4. Contacts / Correspondence With Developers & Agents

Although we have started a Neighbourhood Plan, development activity continues at its own pace around our process, and ad-hoc contact and enquires by developers and agents needs to be managed to ensure a fair and consistent approach. The contacts to date are:

- A request for support for an application for permanent occupancy status for Cleveland Hills View by the owner & planning agent (James Crickmore / Mark Southerton). This was discussed at the 1st August steering group meeting.
- A notification of pre-application consultation by the developer of the Wickets / Garbutts Lane planning application (Ronnie Baird). The Neighbourhood Plan circulated this information to a wider audience than targeted by the developer, and collected feedback for the Parish Council.

- A request was received from Mark Barlow of Logic Architecture (agent for the Belbrough Lane application) to be added to the Neighbourhood Plan email distribution list, which has been accepted.
- A request was received from Nathaniel Lichfield / Duchy Homes (Rudby Farm proposal) to meet with the steering group. This request has been acknowledged, but a response has not yet been given.

The following points were made:

- Developers / landowners are stakeholders in Neighbourhood Planning as ultimately they are needed to achieve delivery of whatever our preferred options turn out to be.
- We are in the early stages of our Neighbourhood Plan and are not yet actively seeking developer / landowner input, although we are likely to need to do so as we get further into the process.
- We have not generated any of our own quantitative information on development needs, and have not started to formulate policies or preferences.
- Our Steering Group contains both Parish Councillors and a District Councillor who have formal roles in planning decision processes, so any situation which could be perceived as lobbying by developers should be avoided.
- The Neighbourhood Plan Steering Group is a Parish Council Sub-Committee and any meetings with developers must be in public sessions.
- All Steering Group meetings are open for anyone, including developers, to attend.
- All information generated by the Neighbourhood Plan is put into the public domain.
- Proposals for development outside current limits are controversial and any meetings dealing with them are likely to attract large audiences.

It was agreed that all requests to be included on the email circulation whoever they come from should be accepted. It was also agreed that developers / landowners / agents are entitled to receive copies of any documents circulated by the Neighbourhood Plan.

Therefore, there are no outstanding issues from the contacts with Cleveland Hills, Ronnie Baird, or Logic Architecture.

It was decided that the response to Nathaniel Lichfield should make clear that while they are fully entitled to attend any Steering Group Meeting, it is thought that their participation in a routine meeting would attract a far larger audience than our normal venue can cater for, and that it is not felt appropriate for the Neighbourhood Plan to arrange a special purpose meeting for the benefit of a particular developer. A response will be drafted.

Action: Allan Mortimer

5. Public Meeting With Rishi Sunak, MP & John Howell, MP

Contact between Rudby Parish Council Chairman, Andrew Parry, and our MP earlier in the year has led to the opportunity to host a public meeting involving both Rishi Sunak and the government champion for Neighbourhood Planning (John Howell, MP for Henley). This will be held in the village hall at 6pm on 21st September (the only time/date offered). Mick Jewitt, Executive Director at Hambleton District Council will also participate.

A “flyer” with details of the event will be circulated by email and posted on parish noticeboards. The Darlington and Stockton Times intend to cover the event and provide some pre-publicity. Some concern was expressed that the Johnson room (the largest room free on the night) may not have sufficient capacity.

6. Questionnaire Development

Meeting With HDC

Allan Mortimer & Rosie Danjoux worked up a rough draft questionnaire drawing on the issues work carried out by the Neighbourhood Plan team. This document was used as a basis for discussion with Hambleton on 24th August to take advice on how to move forward. Notes on the Hambleton meeting are attached as Appendix 1 to these minutes, and a pre-meeting briefing email as Appendix 2.

Questionnaire Timing

To maintain momentum we need to gather quantitative information as soon as is practical, however, we also need to fit our consultation around the Local Plan timetable. It is expected that preferred options will be made public by HDC following the Cabinet Meeting of 18th October. By waiting until these are known, we can probably make our questionnaire more focused. We need to avoid duplicating lines of questioning between Local Plan consultation and Neighbourhood Plan questionnaire to prevent confusion.

It was agreed that we should aim at a consultation window of mid-November to mid-December for our full questionnaire, and go ahead with drafting the sections not impacted by the Local Plan preferred options.

Action: Allan Mortimer / Rosie Danjoux.

Informational / Feedback Leaflet

During the discussion on the questionnaire and HDC feedback, a member of the public observed that there is a lot of jargon involved in Neighbourhood Planning, and that not everyone has engaged with the process at the same time (or at all) so have different levels of knowledge. It was agreed that continuing to provide information about Neighbourhood Planning, and giving feedback on work done so far is important. This is consistent with the recommendation arising from the meeting with HDC of providing an informational leaflet setting out themes and asking for feedback on them before finalising the questionnaire.

Action: Allan Mortimer / Rosie Danjoux.

Planning Consultant

A key recommendation from HDC is that they advise engaging a Planning Consultant (MRTPI) at an early stage. Their view is that the consultant should be in place to help with analysis and interpreting results from the questionnaire.

We need to develop a scope of work, a short-list (there are approximately potential 50 candidates in the North East alone), and develop budgetary estimates. Progressing engagement of a consultant needs to be prioritised or it will become a threat to our project timetable.

Action: Allan Mortimer

Working around timing constraints on grants will also have to be considered. Consultant fees are likely to be our largest single area of expenditure, so the Parish Council need to be kept fully informed as we progress this item.

7. Project Plan

The top-level plan with its target completion date of end 2017 is unchanged. Near term focus will be on:

- Building community engagement.
- Development of questionnaire & information leaflet.
- Defining scope and selecting / appointing consultant.

Key Dates

5 th September 2016	Neighbourhood Plan Steering Group meeting
6 th September 2016	HDC Cabinet (approval of area designation on agenda)
12 th September 2016	Rudby Parish Council meeting
3 rd October 2016	Neighbourhood Plan Steering Group meeting
10 th October 2016	Rudby Parish Council meeting
18 th October 2016	HDC Cabinet (Local Plan preferred sites expected on agenda).

Key Tasks

- a) Establish dedicated Neighbourhood Plan Website:
- b) Draft an information leaflet: **Target 16th Sept**
- c) Finalise questionnaire. **Target 31st Oct.**
- d) Develop scope of work and consultant short list: **Target 30th Sept.**

8. Issues To Refer To Rudby Parish Council

- a) Proposed response to Nathaniel Lichfield.
- b) Intention to commence process of selecting a Planning Consultant.

9. AOB

A resident commented that in his view it is important that any development does not impair the character of the village, but that change can be positive.

A resident asked when the next Neighbourhood Plan team meeting would take place. Allan Mortimer advised that due to the Rishi Sunak / John Howell meeting (21st September), a team meeting is not planned for September, so the next one will be mid October (date to be set).

Bridget Fortune said that she had been made aware that there were rumours of plans for some sort of path or road from Paddocks End to Langbaugh. She has checked with Broadacres and with Hambleton Planning and is able to confirm that there is no substance to these rumours.

Appendix 1: Meeting At Civic Centre Northallerton 24th August 2016

In Attendance:

Frances Bainbridge,	HDC public consultation expert
Hannah Langler,	HDC Planning Policy
Amanda Madden,	Rural Housing Enabler
Rosie Danjoux,	Rudby Neighbourhood Plan Steering Group (NPSG)
Allan Mortimer,	Rudby Neighbourhood Plan Steering Group (NPSG)

Meeting Purpose

For the NPSG to obtain advice on content, design and other aspects of a questionnaire for the Rudby Neighbourhood Plan.

Support Available From Hambleton

HDC can help with layout and design of the questionnaire, and hosting for completing on-line versions. They can also provide a summary of completed questionnaire data (note this would be a data summary, not an analysis or interpretation). These services are provided free of charge.

HDC can also deal with printing at a cost of 4.7p per copy for single sided A4 or A3 leaflet in black and white or 8.7p per copy for colour. ***We were advised that colour versions get better response rates.***

Engaging A Consultant

HDC recommend engaging a planning consultant to help with the Neighbourhood Plan as soon as practical, and get them involved in analysing and interpreting the questionnaire results.

HDC view is that Neighbourhood Plan teams who have tried to do this themselves have got into avoidable difficulties. HDC cannot advise on who to hire, but the consultant should hold a professional qualification (MRTPI).

HDC suggested we contact other NP groups who may be willing to share their experiences and what scope of work they agreed with their consultants.

Vision Statement

NPSG thinking going into the meeting was to offer a choice between the 3 vision statements that have emerged from our preliminary work.

HDC were concerned about offering the low development option as in their view it was dangerously close to no development, which would be in conflict with one of the fundamental principles of Neighbourhood Planning (i.e. it is about guiding development not stopping it.)

HDC recommended that we offer a preferred vision and give people the opportunity to agree or disagree with it.

Questionnaire Size / Question Format

Questionnaires naturally fall into sizes of 2 pages (A4 printed double sided), 4 pages (A3 printed double sized and folded in half), or multiples of 4 pages.

HDC advised that the preliminary work we have done seems sufficient to justify picking our main themes, and mainly using closed questions to provide quantitative data. Open questions are very difficult to analyse. The key is to have an evidential link from our issues work to justify why we have selected particular themes.

NPSG expressed reservations that our work on issues might not yet be sufficiently comprehensive (which was why we had thought of doing a two stage questionnaire).

After discussion it was suggested that our next step could be an informational leaflet / poster giving feedback on what we think we have been told, asking for views on completeness of the chosen themes, and setting out the next steps (i.e. we will be sending a questionnaire soon).

Distribution & Timing Of Questionnaire

HDC recommend physically distributing one copy per household / business address but back this up with email distribution, on-line access, and places where additional physical copies can be obtained. We should encourage on-line completion as this makes collation of results much easier, and use our email contact to prompt for completion.

Primary questionnaire should be targeted at completion by anyone 18 or over, and a sensible target would be a 30% return from our 979 addresses (i.e. around 300 completed questionnaires).

Recommendation is to offer a 2 to 4 week period for questionnaire returns (planning policy prefer to offer longer periods, housing prefer shorter).

Some Neighbourhood Plan teams have produced supplementary questionnaires targeted at businesses or used alternative forms of information gathering to get views of under 18s.

HDC planning policy expect to put their preferred options documents before the HDC cabinet on 18th October, and then enter public consultation. Finalising the Neighbourhood Plan questionnaire after having sight of the preferred options was thought to be a good idea.

It would be best to try and avoid simultaneous consultation on Local Plan and Neighbourhood Plan to minimise the risk of confusion and consultation fatigue. This needs to be balanced against maintaining momentum on the Neighbourhood Plan.

Appendix 2: Pre-Meeting Briefing email sent to HDC.

In preparation for our meeting on Wednesday, please find enclosed some roughed out ideas for the scope of the questionnaire. It is very rough, but it seemed the best way to get ideas on paper.

We envisage that this will be the 2nd of 3 main stages of information gathering during the plan drafting. Our primary goals for this phase is to get a consensus on a Vision Statement and gather supporting information to start defining objectives. Our thinking is that we should mainly use open questions. Secondary objectives for the questionnaire are i) building awareness of the Neighbourhood Plan, ii) gathering more contacts / extending engagement.

By way of background, our first stage of information gathering was done by using a very simple set of open questions (1. What do you like about the Parish / want to protect, 2. What don't you like / would like to change, 3. Any other comments). This was distributed by email to a self-selecting sample of about 200 contacts and also physically distributed from a stall at our village event in early July. The responses to these questions, and some workshops has given us a "flavour" of opinion in the Parish which has fed into the scoping of this questionnaire.

We envisage that once we have settled on a Vision and drafted plan Objectives that we will then go back with a further questionnaire to drill into detail, and at that stage would expect to mainly use closed questions / picking of preferences from lists.

Dovetailing with the consultations on the emerging Local Plan are a key issue we will be looking for guidance on. We feel that we should be staying away from specific site selection questions in this questionnaire, as we think that (if needed) they would fit better into the 3rd phase when Hambleton's draft local plan will have identified preferred options. We have had some suggestions of alternative sites to those in the call for sites, and without narrowing down the options in some way there would be just too many choices. We also feel that questions like "how much housing do you think we should plan for" would be better framed within the context of the emerging Local Plan.

We are aiming to keep the questionnaire relatively short (about 6 pages) in the hope that a shorter questionnaire will get a better response rate.