



## **Neighbourhood Plan Steering Group Meeting #5**

**7<sup>th</sup> November, Chapel Schoolroom, Hutton Rudby**

### **1. Attendance & Apologies**

Attending: Allan Mortimer (Chair), Jonathan Cooper, Rosie Danjoux, Liam Percy, Richard Readman,

3 members of the public

Apologies: Bridget Fortune.

### **2. Procedural Issues**

#### **a) Minutes Of 3<sup>rd</sup> October 2016 Meeting**

Accepted.

#### **b) Nominations To Steering Group**

Allan Mortimer proposed Karen Picking for membership of the Steering Group. The nomination was seconded by Jonathan Cooper and unanimously agreed. Karen's nomination will be submitted to Rudby Parish Council at their 14<sup>th</sup> November meeting.

Karen has lived in Rudby for 12 years and is originally from Stokesley which is where her parents still live. She runs a consultancy business from home with all business activity outside of the Parish. Her skills include setting up and running workshops and consultation events. She is active in the voluntary sector through membership of the Arête Learning Trust which oversees the Academy for Stokesley School. This is a strategic, community facing and governance role.

Karen has been provided with copies of the Declaration of Interest form, Code of Conduct and steering group Terms of Reference.

**Action: Karen Picking: Complete and return Declaration Of Interest Form**

#### **c) Actions Carried Forward From 1<sup>st</sup> August 2016 Meeting**

***Item 4 c):*** Establish dedicated NP Website

The Website is now in place. Allan Mortimer thanked Richard Waller for his assistance. The site can be accessed at <http://plan.rudbyparishcouncil.org.uk/wp/> or by clicking the Neighbourhood Plan button on the Rudby Parish Council site ( <http://www.rudbyparishcouncil.org.uk/> ).

Action: Complete.

Minutes of meetings and other Neighbourhood Plan information will be published on this site. It includes general information on the Neighbourhood Plan; minutes of all meetings; events and workshops; and information about the steering group members. Additional material will be added as the Neighbourhood Plan progresses.

**d) Actions From 5<sup>th</sup> September 2016 Meeting**

**Item 6):** Questionnaire Development. Action: Allan Mortimer / Rosie Danjoux

See section 4 of these minutes.

**Item 6):** Planning Consultant. Action: Allan Mortimer

See section 5 of these minutes.

**e) Actions From 3<sup>rd</sup> October 2016**

**Item 5.1):** Leaflet Distribution

Complete

**Item 6.3):** RPC Briefing On Planning Consultant Strategy

Complete.

**f) Contacts From Developers / Agents**

There have been two email contacts since the last Steering Group meeting:

1. Andrew Moss of Ward Hathaway (the agent for the land located between Langbaugh and Paddocks End – call for sites ref S/073/012) requested a meeting and to be added to the mailing list. In line with previously agreed policy he has been added to the mailing list, and advised that we are not yet ready for meetings with developers.
2. The agent for a proposed riding school at Thoraldby sent the Chairman a pre-application enquiry which they has been submitted to Hambleton. No comment has been made, and the Parish Council will deal with this in the normal way if it progresses to an application.

### g) January Steering Group Meeting

The due date of this meeting falls on 2<sup>nd</sup> January, and due to the holiday period there will be very little activity on the Neighbourhood Plan in the 2<sup>nd</sup> half of December. It was agreed that the January meeting will be cancelled. If there is any urgent business arising it will be dealt with through the January Parish Council meeting.

### 3. Costs / Budget

*Costs incurred to date are listed below:*

2 <sup>nd</sup> June	£16.00	Room Hire (1 hour)	Village Hall Main Room (Team Meeting)
9 <sup>th</sup> June	£26.00	Room Hire (2 hour)	Village Hall Johnson Room (Team Meeting)
22 <sup>nd</sup> June	£32.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
4 <sup>th</sup> July	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
21 <sup>st</sup> July	£0.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
1 <sup>st</sup> August	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
5 <sup>th</sup> September	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
3 <sup>rd</sup> October	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
7 <sup>th</sup> November	<u>£14.00</u>	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
<b>Total</b>	<b><u>£144.00</u></b>		

*Estimated costs to end December*

October	£0.00	Provisional sum Wordpress template / tools – not required.
15 <sup>th</sup> November*	£522.00	Questionnaire printing (assumes 1500 copies @ 8 pages each)
5 <sup>th</sup> December	<u>£14.00</u>	Room Hire: Steering Group Meeting
<b>Total</b>	<b><u>£536.00</u></b>	

\* Originally estimated at £261 based on a 4 page questionnaire. During preparation for the vision workshop, it became clear that an 8 page format would be needed, and hence cost has doubled.

*Estimated costs to end January To March 2017*

6 <sup>th</sup> February	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
6 <sup>th</sup> March	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
	<u>£1,750.00</u>	Planning Consultant (assumes 5 days @ £350/day).	
<b>Total</b>	<b><u>£1,778.00</u></b>		

Grand Total £2,458.00

Estimated balance of HDC grant remaining at 31<sup>st</sup> March 2017: **£542.00**

### 4. Questionnaire Development

#### 4.1 Vision & Questionnaire Workshop

A leaflet publicising the workshop was distributed throughout the Parish over the weekend of 8<sup>th</sup>/9<sup>th</sup> October. Meeting notes have been distributed by email and published on the website.

## 4.2 Post-Workshop Drafting Work

The vision statement was a direct output of the workshop, while the rest of the workshop output was used as source material to develop the content of the draft questionnaire. Allan Mortimer, Liam Percy, and Derek Simpson met twice in the week following the workshop to process the workshop material into an updated draft. This was then circulated to the Steering Group and to Hambleton for comment.

## 4.3 Questionnaire Review

A marked-up version of the questionnaire containing notes on the comments received, and recommendations on how to address them was reviewed at the meeting.

Most of Hambleton's comments will be addressed by adapting the introductory text or minor changes to question wording. Q15 will be dropped.

The intention is to keep individual responses confidential, however, anonymised summary results will be made public. Advice will be sought from Hambleton on appropriate wording for the cover page, and to confirm that this approach is "fit for purpose".

### **Action: Allan Mortimer**

Hambleton will transcribe the responses from the paper versions of the questionnaires into a database for us, and will provide hosting for the on-line version. On-line completion is preferred to reduce the workload, and publicity should highlight this.

The SPAR and the Hub are willing to act as drop off points for completed questionnaires. Hambleton have boxes we can borrow to use for this purpose.

Richard Readman offered to provide a drop-off point for Middleton residents at his house.

The questionnaire is not just aimed at residents. Opinions of Businesses, Landowners, and Clubs/Societies are also of interest as they are all stakeholders in the Neighbourhood Plan. This also provides a route to gather some views of non-residents who help support our facilities.

It is envisaged that any participating clubs/societies would decide on their responses at a committee meeting.

A letter has been received from Hambleton (see website) confirming that alternative, appropriate sites proposed by the Neighbourhood Plan would take precedence over Local Plan 'preferred options'. The questionnaire responses will give an objective basis for assessing whether Hambleton's preferred options are a good fit with community preferences, and hence whether we should embark on our own site selection process or endorse Hambleton's choices. It was agreed the questionnaire would also ask for suggestions of any sites additional to those submitted through Hambleton's "call for sites".

## 4.4 Timetable

There is a tight time-window to fit the questionnaire in before the Christmas break. If we miss this window, our schedule will be hit by almost two months. A further complication is that Hambleton's officer (Frances Bainbridge) who supports questionnaire development only works part-time so we need to fit drafting around her schedule.

It was agreed we will plan for an approximately 4 week consultation (as recommended by Hambleton) ending on 16<sup>th</sup> December. Distribution of questionnaire, therefore, needs to happen around the weekend of 19<sup>th</sup>/20<sup>th</sup> November.

On this timetable we should receive the results back from Hambleton mid-late January.

#### **4.5 Finalising The Draft**

As the draft is close to its final form, and due to the time constraints noted above, it was agreed to delegate finalising the draft to a working group of Allan Mortimer, Liam Percy, and Rosie Danjoux. Drafting notes and updates will be copied to the rest of the Steering Group.

**Action: Allan Mortimer, Liam Percy, Rosie Danjoux**

#### **4.6 Distribution & Publicity**

One copy of the questionnaire will be distributed to each address in the Parish. Volunteers will be sought.

**Action: Allan Mortimer**

The email contact list, the website, and Parish noticeboards will all be used to publicise the questionnaire and encourage participation. Signage similar to that used for the village event could also be used. Jonathan Cooper has a contact for this.

Members of the steering group will seek opportunities to promote the questionnaire through meetings of clubs and societies which occur during the consultation period.

**Action: All SG Members**

### **5. Planning Consultant**

The proposed strategy for consultant engagement and scope of work (project mentoring and policy drafting) was endorsed by the Parish Council on 10<sup>th</sup> October. The budget estimate for consultant support is £15k.

Due to focus on questionnaire development during October, only a limited amount of progress has been made on Consultant selection. Drafting has started on the brief / invitation to bid for the consultant, but further work on it is required, and we need to finalise our shortlist.

It was agreed that to expedite matters Allan Mortimer, Liam Percy, and Jonathan Cooper would be delegated to interview the likely candidates for the short-list. This means that as soon as bids are received a preferred candidate can be recommended to the Steering Group / RPC. Meetings with potential candidates will be arranged for week commencing 14<sup>th</sup> November.

**Action: Allan Mortimer.**

## 6. Project Plan

The top-level plan with its target completion date of end 2017 is unchanged (i.e. a target referendum date of Nov 2017). To stay on this plan we will need to complete the questionnaire consultation ahead of Christmas, and complete the appointment of the consultant by early January so that they can assist in analysis of the results and planning the next steps.

The results from the questionnaire will determine the work we need to undertake in the next phase, and the plan will be reviewed and updated in the New Year.

### Key Dates / Events

9 <sup>th</sup> November 2016	HDC Local Plan Consultation Event, Stokesley Town Hall
10 <sup>th</sup> November 2016	HDC Planning Committee
14 <sup>th</sup> November 2016	Rudby Parish Council meeting
18 <sup>th</sup> November 2016	Target distribution date for Neighbourhood Plan Questionnaire
18 <sup>th</sup> November 2016	HDC Local Plan Consultation Event, Stokesley Market
5 <sup>th</sup> December 2016	Neighbourhood Plan Steering Group Meeting
12 <sup>th</sup> December 2016	Rudby Parish Council meeting
12 <sup>th</sup> December 2016	Local Plan Consultation closing date.
18 <sup>th</sup> December 2016	Neighbourhood Plan Questionnaire closing date.

### Key Tasks

- a) Finalise Questionnaire. **Target 14<sup>th</sup> Nov**
- b) Distribute questionnaire: **Target 18<sup>th</sup> Oct.**
- c) Finalise scope of work and gain RPC approval for selected consultant: **Target 12<sup>th</sup> Dec.**

## 7. Issues To Refer To Rudby Parish Council

Nomination of Karen Picking for the Steering Group.

## 8. AOB

No issues raised.