

**MINUTES OF A MEETING OF BELPER NEIGHBOURHOOD PLAN WORKING GROUP
HELD AT THE COUNCIL OFFICES, ST JOHN'S CHAPEL, BELPER ON Monday 6th
November 2017, AT 7.30pm**

PRESENT: Cllr Hurst (PH Chair), Cllr Sutton (TS), Cllr Spendlove (GS), Roger Shelley (RS), Katie Harris (KH), Christine Blake (CB), John Morrissey (JM), Paul Terry (PT), James Kerry (JK), John Porter (JP), Wendy Mitchell (WM)

Also Present: Liz Page (LP, BTC Clerk)

Members of the Public: 2

(Note: WG = Working Group)

NP4B64 **To receive apologies for absence**

Apologies were received and accepted from Cllr D Smith (DS) (on holiday) and from David Fisher (DF) and Sally Fisher (SF) (both prior commitments).

NP4B65 **To note declarations of interest**

None declared

NP4B66 **To approve the Minutes of the Working Group meeting held on 19th September 2017**

RESOLVED: to agree as a true record the Minutes NP4B52 - NP4B63 of the Neighbourhood Plan Meeting held on 19th September 2017.

LP clarified for the minutes of this meeting that although the Minutes were a true record of the last meeting, the assumptions made in Minute NP4B60 that a member had breached SO 11 a(ii) could not be proven.

NP4B67 **To note the amended Standing Orders relevant to the Working Group-amended by Full Council on 10th October**

Noted

NP4B68 **Finance**

A. Agree commitments

No additional commitments made since the previous meeting.

B. Review of the Budget

No further monies committed.

C. Other Grants/Sources of Funding

As referred to in NP4B55: LP confirmed the Awards for All Funding Application will go ahead once the Defibrillators are purchased.

D. Approve items for payment

None

E. Review of Steering Group's accounts- information from Locality-queries arising from these

LP had received information from Locality regarding monies received and returned, and this had been circulated to the WG in advance of this meeting. It was recognised by the WG that this was a 'Summary Account' and did not give the detail as to where/how the money was spent.

RESOLVED: LP to request further information from both the ex-Steering Group Treasurer and the Secretary of Belper Parks Ltd regarding income/expenditure, invoices and bank statements regarding Stationery and to request the delivery up of the unused stationery to the Council Office.

NP4B69

Timetable

A revised Timetable will be formulated once the WG has both the Site Allocation Assessment and Site Viability Reports.

NP4B70

Risk Log

Risk Log noted and agreed.

NP4B71

Communication and Publicity

A. Update

- Final Document- In response to a request from JK, Chapel en le Frith Council stated they had 100 hard copies of their Final NP printed.
- Survey Response Form- JK looking into a Free survey Format used by 'Derwentwise' that may be suitable for us.

B. Old Website

To date, the old website 'Plan for Belper' is in operation. It was last updated on 24th October 2017.

LP stated she had downloaded the 3 core documents from the old website a couple of days after the last meeting, as agreed in NP4B58. These were now available on the current BTC website. The old website should therefore have been shut down as from 25th September.

The WG member responsible for the old website has not complied with all previous requests to shut it down.

RESOLVED: LP to formally request the member responsible for the old website that:

- The Plan for Belper Website is to be shut down with immediate effect. The £36 for the year's fees for the website be returned to the Council immediately.

NP4B72

Draft Plan

A. Update on Site Allocation Assessment/Technical Support

LP and KH will be taking part in a Conference call on Friday 10th November with David Carlisle, to set up the Site Modelling Assessment.

In terms of the SAA, no further detail has been received as to when this will be completed.

LP to write to Ian McCluskey with copies to other relevant Personnel including Locality asking for clarification of a date when this SAA will be completed and the Report sent to us.

B. AECOM's Advice re SEA

KH and LP had been contacted by Ian McCluskey asking for information regarding Housing Need numbers in Belper. AVBC had been approached for this information, but no response received, to date.

Agreed: In consultation with Helen Metcalfe, the WG's Planning Adviser, no response will be given until we receive the SAA report. This would then be reviewed.

C. AVBC's Pre Submission Local Plan

This was published on 2nd November 2017. Representations can be made on this up to 14th December 2017. The WG agreed there are issues/concerns within it re: Belper.

RESOLVED: The NP4B Business Group to put together a response to the Pre Submission Local Plan. This will be presented to Belper Town Full Council Meeting on 12th December 2017, detailing the issues within it pertinent to Belper.

(Note; This response will need to be finalised by 5th December 2017 in order for LP to circulate with the Agenda for the BTC Meeting on 12th December.)

D. Tourism Strategy Update

CB has received information that there is a significant 3 year Project/Plan being undertaken regarding 'Tourism in the Derwent Valley Mills World Heritage Site'. WG agreed that we would not be in a position to include a specific Tourism Strategy in the NP, just a paragraph to support what is/will be suggested.

E. Formatting the Final Document Update

After contacting the Group's preferred provider, Urban Forward, (as recommended by HM), KH clarified that their submitted quote, approximately £2000, did not include the printing of Hard Copies.

KH is to ask for an amended quote which includes the printing of 200 hard copies.

F. Belper North Mill Master Plan Consultation

This Masterplan is now available online for all to read and respond to.

JM reported that in order to facilitate this, there will be an e mail account where responses will be made. These responses will be forwarded to JM, so the information can be collated and reported to the WG.

There will be a link in the NP to the North Mill Trust and as a Group we will support their endeavours for the Mill(s).

To be noted for the future: once the NP is adopted, a number of members will need to be involved in a 'Monitoring Capacity' for all the NP. JM expressed an interest to be the said volunteer to monitor the Mills aspect of the NP.

NP4B73 **Public Speaking**
None

NP4B74 **Items for Agenda for the next meeting**
Reminder: Please ensure all requests to be included in the Agenda, and any document(s) to be discussed during the said meeting are sent to LP one week in advance.

LP will draw up a list of proposed dates for WG meetings for 2018 to be presented at the next meeting. (Note: 'normally' 3rd Tuesday in a month.)

NP4B75

Date of next meeting

The meeting proposed for November 21st is cancelled.

If the SAA report is received an extra meeting may be called during December.

RESOLVED: The next meeting of the NP4B WG is to be held on **Tuesday 16th January 2018 at 7.00pm in St John's.**

NP4B76

Confidential Items

RESOLVED: In view of the confidential nature of the following item- relating to an individual- to exclude the Press and the Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.

LP informed the Group:

- The WG was not making findings of fact, simply deciding whether each individual member of the Group felt that the member is of benefit or detriment to the process of drafting the Neighbourhood Plan for referendum and the cohesion and workings of the Working Group.
- Under the amended BTC Standing Orders, noted in NP4B67, the WG were able to appoint to, or dismiss members from the Group.
- In the member's absence, LP had received an acknowledgement from the member that he agreed for this to be discussed in his absence, relying on the basis of the paper submissions he had made.

The Working Group considered the complaint against David Fisher and his response and RESOLVED (Unanimously): to exclude David Fisher from the Working Group as he was considered not to be a benefit to the process or the cohesion of the Working Group.