

**MINUTES OF A MEETING OF BELPER NEIGHBOURHOOD PLAN WORKING GROUP
HELD AT THE COUNCIL OFFICES, ST JOHN'S CHAPEL, BELPER ON Wednesday 16th
August 2017, AT 7.30pm**

PRESENT: Cllr Hurst (PH Chair), Cllr Sutton (TS), Cllr Smith (DS), Roger Shelley (RS), Katie Harris (KH), David Fisher (DF), Christine Blake (CB), John Morrissey (JM), Paul Terry (PT), Wendy Mitchell (WM), James Kerry (JK), Andrew Huskinson (AH)

Also Present: Helen Metcalfe (HM - the Group's appointed Consultant)

Members of the Public: Nil

1-NP4B40 To receive apologies for absence

Apologies were received and accepted from Cllr Spendlove (GS), John Porter (JP), Sally Fisher (SF) and Liz Page (LP BTC Clerk)

2-NP4B41 To note declarations of interest

None declared

3-NP4B42 To approve the Minutes of the Working Group meeting held on 19th July 2017

RESOLVED: to agree as a true record the Minutes NP21 – NP39 of the Neighbourhood Plan Meeting held on 19th July 2017.

4-NP4B43 Introduce to the Group -Helen Metcalfe- Group's appointed Consultant.

A summary of the Points made:

- HM is Accredited Consultant for Locality.
- Recommends looking at NP's for Gainsborough and Horncastle as reference documents.
- NP's consists of 3 documents: the Plan itself, a submission Statement and a Consultation Statement.
- When the AECOM Site Allocation Assessment (SAA) is completed Working Group has a good, solid and sufficient evidence base to move forward.
- Will review existing draft NP4B in conjunction with AVBC's documents, and the 3 NP Commissioned reports: Sept 2016 AECOM 'Housing Needs Assessment', Oct 2016 AECOM 'Heritage and Character Assessment', and the Site Allocation Assessment (in progress.)
- Will advise and work with us on preparing a Draft NP that would be suitable for Public Consultation.
- NP in its present form, needs 'sharpening up and shortening'.
- A Neighbourhood Plan should: focus on Land Use, and be positive in promoting suitable areas for Development. It should be in general conformity with the Area's Local Plan.
- Group needs to focus on a 'Community Vision Statement' leading to Community Objectives, which then lead to the Policies.
- Timetable is 'tight' for proposed Referendum Date, but Group doing everything it could to make this happen.

- SAA is a key piece of evidence for the NP. It could help BTC to secure grant(s) from the 'Housing and Communities Agency' to make the Brownfield Site(s) attractive to Developers.
- Once the period of Public Consultation, known as Regulation 14, is finished it will be necessary to change/amend/modify the NP in line with the feedback received. HM will then ensure the Plan passes all the legal conditions that will enable it to go to the Examiner.
- When the SAA start date received, HM will produce a 'Project Plan' that plots out a timetable for the next few months.

HM thanked by Cllr Hurst for her help and advice tonight, and she left the meeting.

5-NP4B44 **Finance - Update on the Grant Application**

The money from the Grant has now been received. It will be accounted for separately by BTC.

Review of the Budget

In the last month, no money has been committed; what has been budgeted for is still current.

Other Grants/Sources of Funding

Business Group will:

- Get quotes to Format the Final Document, using Contacts from HM and LP.
- Investigate whether to apply for a Grant to the Lottery or 'Awards for All', to get further funding.

Approve items for payment

RESOLVED: To note and approve the payment of HM's Invoice dated 24/7/17, for £1425.00

5-NP4B45 **Timetable**

Unable to discuss; the Group are awaiting date(s) for the SAA.

6-NP4B46 **Risk Log**

RESOLVED: To note and agree the Risk Log.

7-NP4B47 **Communication and Publicity Update**

- New BTC Website will have a dedicated Belper NP Section, once it goes 'live'.
- Google Questionnaire has been 'tested' and the system working. Content to be modified once Policies are modified.
- Concern: a 'Google Questionnaire' does not allow the respondent the chance to 'save and return' during its completion. 'Survey Monkey' will be investigated as an alternative.

RESOLVED: To delegate powers to the Business Group to produce the Questionnaire that will be used for the 'Public Consultation'

Old Website

Old Website is to be shut down. This will be done when all the documents from the old Website are available to view on the New BTC Website.

Publicity Proposal

- 'Plan for Belper' Facebook page to be updated to include: NP is now part of BTC and that we are currently awaiting the results of the SAA.
- A Press Release has gone out regarding the progress of the NP.

8-NP4B48 **Update on the Current Draft Plan North Mill**

- There will be a link in the NP directly to the 'North Mill Masterplan' once it is agreed. It will be available on their website soon.
- Suggestion from one of North Mill's trustees: NP Group submits to the owners an 'outline tourist strategy for the Mills and general Bridgefoot area'. To be discussed in the future.

Belper Parks LNR

A report was read out by the facilitator regarding the detail for Belper Parks LNR in the Draft NP. This detail is to be reviewed and refined by HM, using her technical knowledge and expertise. As with all Sections of the NP, this 'refined' information will then be passed back to the Group for consideration, discussion, and ultimately, to be voted on.

Community and Leisure

The facilitator has:

- Met with the Manager of the Leisure Centre. They talked through many issues and the LC's plans for the future.
- Been in contact with the founder of the Drop Inn Youth Club. As a result, the Group had been sent a copy of the results of a Survey regarding the respondents' views of Belper. A request was made for the date(s) for when this Survey was carried out.
- Tried to contact personnel from the 'Blue Box', and the Milford and Makeney Community Group, without success.

The facilitator will be given BTC's contact information for the Blue Box.

Update on Site Allocation Assessment/Technical Support

- Despite being followed up, no start date has been given, to date, for the SAA.
- Business Group had produced, and circulated in readiness, a comprehensive list of information regarding all the possible Sites to be assessed.

9-NP4B49 **Public Speaking**

None, as no members of the public were present.

10-NP4B50 **Items for Agenda for the next meeting**

ALL documents or information that needs to be discussed in these meetings MUST be sent to the Town Clerk at least one week before; these can then go out with the Agenda.

11- NP4B51 **Date of next meeting**

RESOLVED: The meeting of the NP4B WG is to be held on **Tuesday 19th September at 7.30pm in St John's.**