

# Neighbourhood Planning Group

<http://parishes.lincolnshire.gov.uk/ScopwickandKirkbyGreen/>

Minutes of the Neighbourhood Planning Group meeting, 22<sup>nd</sup> May 2018, Royal Oak Pub Scopwick

## **4/2018 Opening**

Attending:

Cllr John Woodward, Cllr Alistair Brackenbury,

District Cllr John Money, James Atkinson, David Hyde, Heather Yazgi, Charles Kerrigan

Officer: Jill Moran (Parish Clerk).

Apologies:

Peter Reeds, Su Hiles, Ruth Stephenson, Sarah Jackson, Sarah Kirkman.

## **5/2018 Establishing a working group**

Those present indicated who would be willing to sit on the working group and assume the initial roles. It was acknowledged that as the work progressed other jobs and skills will be needed and that the structure of the group should allow for people to take part on an ad hoc basis. The Clerk has a list of those who had offered to help and would contact them with a copy of the draft minutes and ask them again to give their consent to be included on a list of helpers in line with the new data protection regulations.

The working group will consist of the following regular members:

Cllr John Woodward (Chair)

Charles Kerrigan (Vice-Chair)

Heather Yazgi (Secretary)

Peter Reeds (Funding)

David Hyde

Cllr John Money

Simon Atkinson

## **6/2018 Terms of reference**

The Clerk had drafted a terms of reference for the group which was accepted. The group adopted the name Scopwick and Kirkby Green Neighbourhood Plan Group (the NPG). The terms of reference acknowledge that the Parish Council, while retaining full responsibility for The Plan, recognises that the content of The Plan must be driven by the community and draw on skills and expertise from outside the Council. (2.1 terms of reference doc).

Members of the NPG have a responsibility to represent the whole community and abide by the Code of Conduct which applies to members of the Parish Council. Under this Code they are required to disclose pecuniary and other interests. The Clerk will send out to all members of the NPG a copy of the Code of Conduct, a form to complete for disclosable interests together with guidance notes and a privacy notice and data consent form as required by the new General Data Protection Regulations. All completed forms will be returned to the Clerk.

## **7/2018 Next steps**

The next step is the designation of the area to be covered by the Plan. The Clerk had obtained a recent map from NKDC showing the parish boundary, this had been circulated. It was considered that the area to be covered should follow the parish boundary and an application to designate be put before the Parish Council at their meeting on the 29<sup>th</sup> May 2018.

The tools available online from Locality and the CPRE were discussed and a project planner provided by Locality could be adapted to provide a framework for future meetings. The Group acknowledged that they could now start to plan evidence gathering/community engagement and look at applying for funding once they had a clear idea of the process and amount required. The Clerk has forms to apply for funding and will share this information with Peter Reeds.

Group members agreed to look at finished Neighbourhood Plans and to invite a member of Community Lincs to the next meeting at which they will start to put together a strategy for community engagement.

The Group agreed to use the Parish Council website provided by Lincolnshire County Council to publicise their activities. The Clerk will arrange for a page on the site to be set up for Neighbourhood Planning and will assist in keeping this up to date.

The Clerk advised the Group that Community Lincs were hosting a conference in Sleaford on community led housing. This free conference takes place on Tuesday 11<sup>th</sup> September and the Clerk will circulate details.

## **8/2018 Future meetings**

It was considered too early in the process to set a frequency for future meetings. After discussion it was agreed that Monday evenings suited members with a start time of 7.30pm. As meetings are open to the public, they required a suitable venue and the Methodist Chapel was identified as a possibility. The Clerk agreed to check availability.

The next meeting was scheduled for Monday 18<sup>th</sup> June 2018 at 7.30pm Methodist Chapel, Main Road, Scopwick.

Minutes submitted by:

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