NOTES OF A MEETING OF THE ADDINGHAM NEIGHBOURHOOD PLAN FORUM HELD AT THE OLD SCHOOL ON WEDNESDAY 30 NOVEMBER 2016

Present: Parish Council: Cllr Tennant (in the Chair) and J Markham (Clerk)

 Civic Society: J Robinson, J Hindle (Environment Group)

 Village Residents: K Appleyard, A Taylor, M Wood

Apologies: Parish Council: Cllr Naylor

In attendance: B Caulfield and Emma Higgins (BMDC); M Wellock (Kirkwells)

1. Notes of Meeting held on 26 October

The notes of the meeting held on 26 October were approved.

1. Report from Council Meeting held on 16 November

Cllr Tennant reported that the Council had expressed appreciation for all the efforts and hard work of Forum members.

Meetings were being held between the Council Chairman and the Civic Society to clarify the role of the Environment Group.

1. Open Event held on 3 November

The event had been very successful with some 260 attendees, over 40 of whom had expressed an interest in volunteering to help on the development of the Plan. A follow-up meeting with volunteers had taken place on 29 November, and help could now be available for core members of the Forum to call on as work progressed on the Plan.

Mr Taylor presented schedules analysing the comments noted on forms and post-it notes at the Open Event. These would be used to help inform the development of Plan sections.

A number of suggestions for improving future consultation events, derived from the experience gained from the open event, and taking advice from BMDC officers present, were discussed and agreed.

In this regard, it was agreed to recommend to the Parish Council that a set of display boards be acquired for use at future consultation events.

1. Communications Strategy

It was noted that the council website had now been re-launched, with a dedicated page for information on the Neighbourhood Plan.

With advice from both BMDC officers and Kirkwells, a number of recommended features for an effective communications strategy, to ensure continued contact with the community and with volunteers, were discussed. It was suggested that proactive engagement with village organisations and demographic groups unlikely to attend consultation events would be useful, eg by visiting the school. The use of the website, Facebook page and village newsletter to publicise information would be important, but it could also be necessary to distribute a separate Neighbourhood Plan newsletter to all households from time to time.

It was agreed that a strategy would need to be drawn up and managed by a member of the Forum willing to take a lead role, inviting volunteer assistance as necessary. The Clerk offered to ask Mr Wilcox, absent from the meeting, to take this on.

1. Timeline and Next Steps

The timeline was reviewed, and Mr Wellock advised that the next step would be to produce a framework draft of the Plan, drawing on the analysis of data generated from the open event matched against the working drafts of contents lists and Plan sections already prepared. This could then be used by Kirkwells to generate the first draft Plan.

Sources of mapping facilities were discussed, and the Clerk agreed to explore the options of PSMA registration or subscription to the ParishOnline service further.

BMDC officers noted that the analysis of villagers’ comments should be undertaken in the light of existing District Council policies and government guidance to ensure that the Plan did not include matters which were already being handled by other agencies (eg drainage and flooding) or over which a Neighbourhood Plan could have no influence (eg supply of secondary school places). Essentially, Plan actions would need to relate to land use and development.

After discussion, responsibilities for the production of outline briefs for sections of the Plan, as initially agreed at the meeting held on 26 September, were confirmed/revised as follows:

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| **Section of Plan**  | **Responsibility** |
| Housing | All |
| Environment and Heritage (built environment) | KA |
| Environment, landscape and setting (green environment) | JH |
| Traffic and transport | JR and Cllr Tennant |
| Business and Local Economy | AT and MW |
| Facilities and Infrastructure | WW and Cllr Tennant |
|  |  |

It was agreed that initial drafts of the Plan sections (excluding Housing – see Note 6 below) would be produced for the next meeting in order to inform the development of issues, options and themes, and to identify further work required.

1. Housing Site Allocations

After discussion, it was agreed to hold a separate meeting with BMDC officers to discuss their advice on housing site allocations. In the meantime, a preliminary discussion of plans, based on the initial work carried out by the Civic Society, would be carried out at the next meeting.

Forum members were invited to address any specific questions to BMDC officers in the meantime.

1. Expenditure against Budget

The Clerk presented a statement of expenditure of Locality Grant monies against expenditure to date. The statement was noted.

1. Date of Next Meeting

Monday 19 December at 6.30pm