

NDP Meeting 1 December 2015, 7.30pm at St Martin's Church Centre

Pat Crane was in the chair and welcomed all attendees to this meeting, who were all residents of Desford and Botcheston except for Mr Dickinson who was a representative from Neovia.

Pat explained in full details the ideals of the NDP and gave out leaflets for everyone to take home and read.

A question was raised as to how binding the plan would be - answer: It will be a legal document equally considered with the HBBC planning documents. It must conform with national and local policies.

Setting this up will include a lot of ground work, including perhaps questionnaires to be delivered and collected from every household in the area and can easily take 2 years plus to complete.

A grant is to be applied for to assist and the PC will assist as well. An average NDP can be £13 – 14k but can be much more, dependent on how much a consultant is needed to be hired.

Sub groups can be set up with answers being taken back to the full meetings.

A local referendum will be required for the final plan to be accepted.

Pat said this procedure had started in February when the request was sent to the HBBC, but had been delayed for various reasons. She suggested that all attendees took the information away and the next meeting in January to be the start of the hard work.

A question was asked how long the plan stands for: a member of DPC answered that the plan stands as long as legislation doesn't change, being reviewed perhaps every 5 years.

Market Bosworth have a NDP in place and someone is willing to come and talk to the Desford group.

Pat emphasized that the plan is not just for residential but includes all aspects of the community, hence the Neovia rep attending. The whole plan is really just using common sense.

Pat wound up by saying that the NDP group has to be linked to the PC and she was pleased to see so many residents here to be able to provide a joint process.

Just as Pat thanked everyone for attending again, she gave out forms asking people to complete if they can help and what skills they can provide to assist the group.

Meeting closed. 8.10pm

**Meeting of Desford Neighbourhood Plan Working Group
Tuesday 26th January 2016
At Desford Library 7.30pm.**

In Attendance:

Pat Crane, Paul Angelinetta, David Crocker, Janet Ireland, Derek Ireland, Kaye Johnson, Julie Peel, Malcolm Peel, Martyn Randle, Steve Thorpe, Darren Tilley, Peter Walker, Bernard Grimshaw.

1. Apologies.

Pat and Ray Barns, Robert Ford, Kate McGregor, Linda Mitchell, Terry Satchwell, Joe Scarratt, Judy Sharpe, Rob Wade, Ian Sharpe.

2. Appointment of Chairman.

Martyn Randle volunteered to be chairman for the Neighbourhood Plan Working Group (NPWG) and this was accepted by all in attendance.

3. Appointment of Minutes Secretary / Treasurer / Communications Officer.

Kaye Johnson was asked to be the Minutes Secretary and she agreed, Darren Tilley was asked to be Treasurer and he agreed, Bernard Grimshaw offered to be Communications Officer and this was agreed by all in attendance. Pat Crane did point out that the Treasurer's role in this group would be purely to keep accurate records for the group and help with any grant applications as the actual monies would be held by the Parish Council.

4. Terms and conditions.

Pat Crane apologised as she had come direct from another meeting and didn't have a copy with her to discuss these. Pat will email them to all, for individuals to peruse and discuss at the next meeting.

5. Vision.

Martyn Randle took over as Chair of the meeting and asked all what their long term view is for the parish, adding that perhaps everyone there could email their visions to him. Market Bosworth, Broughton Astley and Billesdon are all examples to look at on their respective PC web sites. The questionnaire to go out to all residents within the parish will be asking about the vision for the future, but extreme care must be taken in wording the questionnaire as leading questions can get the plan rejected by the inspectors. Derek Ireland asked if economic evidence has happened, the answer given was not yet as this will be part of the NPWG evidence gathering and public meetings will hopefully give us the answers.

6 Programme of work:

a. Tasks

The main aim within the tasks is to achieve sufficient evidence to write the necessary policies as the group deem necessary for the Neighbourhood Development Plan (NDP). This includes information from the Hinckley & Bosworth Borough Council (HBBC). Pat Crane suggested the web site www.mycommunity.org.uk is a good site to read and follow but the Neighbourhood Plan Roadmap Guide does have 54 pages within. To know what is actually involved and know what each individual can do Bernard Grimshaw offered to check out this document and send

an abbreviated version to the Chairman. Pat also suggested that we need to find out who is our link person from the HBBC to assist the group, again Bernard agreed to do this.

The Rural Community Council (RCC) are a professional organisation funded by their members and charge an hourly rate for assisting rural communities. The HBBC have said the RCC can be approached through the council for some free hours to assist with the NDP.

It was asked if local companies could be approached to assist with the funding, and whilst there is no hard and fast regulations, credibility might be in question so decided against this.

Some form of contact needs to be made to the local, Doctors, Schools and businesses as well as the local residents. Market Bosworth when preparing their NDP visited schools and got excellent feedback from the pupils parents. The RCC can do a presentation for the relevant ages within a school for a fee.

Page 2: Tasks continued.....

Caterpillar & Neovia are split over two parishes, part being within Desford and part within Peckleton. Peckleton do not want Desford to include the area within their NDP boundary. Pat is to ask who the resources person is at Caterpillar for a contact to liaise with.

To achieve good results it is ideal to keep the residents informed and including the groups details on the Parish Councils web site would help with this.

b. Resources

A locality grant needs to be applied for and could be £8k, the £5k already allocated by the Parish Council should help in obtaining the grant as other money as well as theirs is available. The group were advised that Broughton Astley had spent between £15k to £16k to complete their plan which was covered by grants and the Parish Council; Market Bosworth spent approx. £15k also but this was completely covered by a grant.

A decision of where the meetings can be held may need to be considered at a later stage; at the moment the group can use the library free of charge, but this may change.

c. Timetable

Pat advised the average time taken by other areas is two years, but we need to ascertain how long it will take to obtain the grant monies to be able to discuss further. It will then depend on how many policies and themes need to be included specific to our area. (Market Bosworth only did 2 policies, a – Character & Environment and b – Building & Development). It was suggested also that once Bernard has the relative information summarised from the Roadmap Guide we could then split into smaller working groups. This has been deferred to the next meeting.

7. Application for funding from Locality.

Darren Tilley will look into this on the group's behalf and discuss at the next meeting.

8./9. Where do we start and the background work.

We need to look at the community as a whole, including schools, shops, employers, farms in our area and prioritise what reports are required. This to be discussed at the next meeting.

Pat is to ask for a blank copy of Market Bosworth's questionnaire and hopefully circulate this for us all to read. We can also read Broughton Astley's on their web page. Malcolm Peel emphasised however that we must remember each Parish is unique and what is suitable for another area might not be suitable for Desford.

10. Next meeting

Martyn asked if there was any other business to discuss, and as there wasn't, it was agreed the next meeting to be held on Monday 22 February at 7.30pm at Desford Library.

Meeting Closed at 20.55 pm.

Minutes of Desford Neighbourhood Plan Working Group

Monday 22nd February 2016 7.30pm at Desford Library

Present: Martyn Randle (Chair), Paul Angelinetta, Pat Crane, David Crocker, Adrian Dickinson, Bernard Grimshaw, Jim Houghton (in part), Ewan Lindsay, Linda Mitchell, Julie Peel, Steve Thorpe, Darren Tilley, Joe Scarratt, Ian Sharpe, Kay Smith, Scott Wakefield

In attendance: John Preston (RCC Leics & Rutland)

- 1. Apologies:** were received and accepted from Pat & Ray Barns, Lyn Dearing, Kaye Johnson, Kate McGregor, Malcolm Peel, Terry Satchwell, Judy Sharpe, Rob Wade.

The chairman announced that one member had resigned, but he did not want people to be put off by the volume of paperwork. The commitment can be whatever each person is happy and confident with.

- 2. Minutes of 26.01.16.** were signed as a true record
- 3. Matters Arising:** the Market Bosworth questionnaire has not yet been acquired
- 4. RCC Presentation:** John Preston introduced the work of the RCC and said that their expertise is in consultation & engagement, rather than planning, but they do have links with planning consultants. As part of the SLA which HBBC has with the RCC, we may have support from John's allocated hours, shared with Sheepy parish. John then talked through the RCC Neighbourhood Plan Toolkit (electronic copy to be circulated).

Area Designation: done

Project Funding: he can give us help with our application for the Locality grant and also suggested Awards for All.

Information & Publicity: he can provide templates for leaflets & posters if required

Evidence Base Portfolio: he can do desktop research and put together a parish profile

Public Open Meeting & Key Issues Consultation: to start exploring what people see as the issues. Sheepy held 2 drop-in events on different days/times and at different venues.

Stakeholder Consultation: should follow for businesses, schools, landowners, service providers. John can collate the findings from these consultation events and provide Reports. The findings will identify the key issues and form the basis for what policies are needed.

Community Consultation Event: an opportunity to inform people of the findings so far and what priorities are emerging

Survey/Questionnaire: the RCC have samples available and can use SNAP software to generate both online and hard copies of the questionnaire. John can then process the data and provide a report (unless we have the expertise to do this ourselves)

Issues & Options Workshop: will enable us to decide what policies we want. It will then be up to us to write them (or get professional help).and produce the **Draft Plan**

Pre-Submission Consultation: We are obliged to take heed of comments and amend our documents as necessary

Consultation Statement: it is essential to keep a record of all consultations, of whatever form, and the key points that come out of them. The Examiner will want to see this evidence to support the content of the Plan.

The final stages are the **Independent Examination & Referendum**

Q&A session:

- Funding: it was acknowledged that the fees of planning and design consultants will be considerable. Our main sources of funding will be: the Locality grant (see below), possibly Awards for All, DPC precept plus John's time under the SLA. Although the RCC can print flyers, posters etc we may find a local source which is cheaper.
- Are there likely to be bottlenecks as HBBC officers' time will be stretched. John has not found this to be so, so far, but delays are likely at the Independent Examiner & Referendum stages. If we want an officer to attend an event/meeting, we will need to give them plenty of advance warning.
- What is the next step? We need to gather information, to create a Project Plan and to work out the cost of the various tasks.

5. **Funding Officer's Report:** (previously circulated) The Locality grant has to be spent within 6 months, or before the end of the financial year. Up to £9 000 is available to each group, but the application process needs details of the Project Plan for the next 6 months, and the costings for each task. Darren has downloaded the Locality Project Planner and John can provide the RCC template. This needs to be filled in before we can proceed with the grant application, which will be after 31st March.

Darren is meeting the Parish Clerk to discuss how the finances will be handled.

6. **Communications Officer's Report:** (previously circulated) Bernard has done a lot of research and concluded that HBBC does not see Desford as having any strategic issues between now and 2026. He cautioned us that the housing numbers are just targets. Any further applications for development are unlikely to be refused if they can be shown to be sustainable.

Although traffic problems are seen as an issue by residents, the roads are unlikely to be altered. (The only way to get a relief road might be as part of a scheme for a major housing and/or business development). Any future expansion of large businesses may exacerbate problems. Adrian (representing Neovia) informed the meeting that their main customer is putting a new strategy

in place to insist that all companies who quote for their haulage work must guarantee that their drivers will use HGV satnavs.

We may wish to consider:

- Protection of our open spaces and green wedges
- An exemption site for affordable housing, if this proves to be an issue.

Clarification was sought on:

- The housing numbers, which refer to a settlement, rather than the parish
- A number of houses on the outskirts of Kirby Muxloe are in our parish, but they may be counted as part of the Leicester principal urban area.

It was agreed that we need to concentrate our time and energy on what is viable.

7. Terms of Reference: The following additions were put forward and Pat will take them to full Council for approval:

- The Working Group will appoint a chairman, secretary, treasurer and communications officer
- The purpose of the Working Group will be reviewed once the Neighbourhood Plan has been completed and adopted

8. Information from other parishes: (previously circulated) documents obtained by David Crocker were acknowledged as being very helpful. We can learn from the experience of others.

9. Next steps: Martyn suggested that our next tasks are to draft a Project Plan, identify key partners and create a directory, identify possible sub-groups and plan the Public Open Day (s).

Sub-groups were agreed as follows, but other members are welcome:

Project Plan group: to look at the templates and produce a draft Project Plan to bring to the next meeting

Members: Martyn, Bernard, Darren, David, Jim

Open Day group: to plan 2 drop-in events and bring proposals of venues, dates, times and format to the next meeting; to discuss what displays, resources and refreshments are needed: to produce publicity material . The website will be used and the option of participating electronically.

Everyone will be asked to help with a leaflet drop.

A contact list of key stakeholders needs to be compiled (landowners, businesses, schools, service providers etc) so that all can be invited.

Joe said that not all land is registered with the Land Registry. HBBC should be able to help identify owners of land in the parish; along with local knowledge.

Members: Pat, Linda, Julie, Steve, Paul, Scott

10. AOB

- We need to draw up a schedule of what tasks we would like John Preston to help us with, so that his contract can be agreed
- The Working Group agreed to request DPC:

(i) to authorise the Working Group to work with the RCC in accordance with its 15 step process to produce the plan, initially on a time only-basis as funded by HBBC, and if grant funding becomes available on their usual contract basis, and

(ii) to agree to release funds for two initial Drop-in Events and any other publicity expenses, pending the Council's application for grant funding, now being prepared by the Working Group

- If we want John to attend our Open Days, he will need about 2 months notice
- Bernard had received one response to the article in The Graphic, requesting that consideration is given to improved public transport links to Hinckley

Date of next meeting:

Project Plan group: Tuesday 1st March 7.30pm

Open Day group: Thursday 10th March 6.15pm

Full Working Group: Tuesday 12th April 7.30pm at the library

DESFORD NEIGHBOURHOOD PLAN

EVENTS SUB GROUP 10.3.2016 at Desford Library

Present: Pat Crane [chair] Linda Mitchell, Julie Peel, Scott Wakefield

Apologies: Paul Angelinetta, Steve Thorpe

Open Events

1. In order to be as inclusive as possible we need to have at least 2 events at different times
2. After discussion it was agreed to have 3 events at the following times and venues

Friday 6th May at Botcheston Village Hall from 17.00-19.00

Saturday 7th May at St Martin's Church Centre, Desford from 10.30-14.30

Tuesday 10th May at Desford Library 16.00-20.00

Publicity

3. Residents need to be attracted to the project, involved and feel valued
4. Therefore the publicity needs to have an engaging message which directly appeals for their input and talks about caring for the Desford Parish of the next 10 years
5. Scott to design a an A5 flier which must be ready for checking by the subgroup via email at the beginning of April
6. 1800 fliers will be needed to be delivered by hand+ some posters
7. Pat to arrange financing for this
8. Linda to write an article for the Graphic
9. Pat to ask Alex Stretton to advertise via facebook
10. Publicity needs to reach small businesses and outlying farmers [landowners]
11. Julie to look on internet. Pat will email her the current list

Displays

12. RCC will provide most of the information
13. We shall need some photos of the parish
14. Pat to ask Steve Thorpe to provide some appropriate ones
15. There will need to be a rota of members of the whole committee to attend the events
16. Refreshments will be provided at each event

Date of the next meeting is:

Tuesday 3rd May at 18.30 at Desford Library

**Desford Neighbourhood Development Plan Working Group
Meeting 12 April 2016 at Desford Library**

Present: Martyn Randle(Chair), Pat Crane, David Crocker, Bernard Grimshaw, Jim Houghton, Janet Ireland, Derek Ireland, Kaye Johnson, Ewan Lindsay, Malcolm Peel, Darren Tilley

In attendance: Helen Nightingale (HBBC)

1. **Apologies** were given from Pat Barnes, Ray Barnes, Lyn Dearling, Linda Mitchell, Julie Peel, Joe Scarratt, Judy Sharpe, Steve Thorpe

Chairman's Report:

Introduction

The purpose of a Neighbourhood Development Plan Working Group is to establish general planning policies in partnership with the local community and Parish Council for the future development and use of land in a Parish.

Desford Neighbourhood Development Working Group

The purpose of the Working Group is to establish general planning policies in partnership with the local community and Parish Council for the future development and use of land in Desford Parish (Desford, Botcheston and Newtown Unthank).

The Working Group is required to take into account the needs of the residents of Desford Parish and the strategic policies of the Borough Council's Local Plan 2006 – 2026 and be supported by proportionate robust evidence. Essentially the strategy of the Working Group is to research into both the village community and the County Councils wants and needs; make impartial judgements on what is "want" (desirable) and a need (essential) and produce a questionnaire for the residents of Desford Parish. The responses to the questionnaire will form the basis of a draft Neighbourhood Development Plan for Desford Parish Council.

Funding

Grants are available for Neighbourhood Development Schemes and applications for grants are being made to both the Department for Communities and Local Government and Desford Parish Council.

Operational Strategy

Given the size and complexity involved in developing a NDP two sub-groups have been set up to:

- a) Develop a project plan
- b) Plan open events to publicize the work of the NDP

Draft Project Plan

A time line has been established and 7 milestones have been identified

Open Events

A publicity flyer has been designed and three open events have been organized.

1. Minutes of last meeting:

Unfortunately several committee members failed to receive the email of the minutes of the last meeting. The Chairman went through the minutes and they were approved and signed as a true record

2. Matters arising:

Item 9: it has been confirmed that some drop-in events have now been organized as per the Chairman's Report.

3. Treasurers Report: Darren explained the expenses and income spreadsheet which had been circulated before the meeting. At the moment there is £5k in the fund. Darren asked that he is advised well in advance of any expenditure required so that he can budget accordingly. Evidence will be required, ie quotes etc, to obtain the actual monies, followed by the receipted invoices. It was suggested that one person be responsible within the group for the purse strings, and this was agreed, with Darren being the appointed person. Malcolm said that all purchases should go through the PC Resources Committee, but Bernard pointed out that the Clerk to the PC can authorize small purchases.

Locality Grant application – this is awaiting expenditure estimates to be able to submit the application later this year. Darren advised that grant monies have to be spent within 6 months of receiving them, but if we need the money for this autumn to spend, we must be getting our application in asap. The question was asked how much the RCC would require to engage them. At this stage we are unsure but John should be contacted asap; he does have some hours allocated to HBBC and they are willing to allow Desford NDP a percentage.

4. Communication Officer Report: Bernard said he had been in touch with Helen at HBBC and she had been extremely helpful with the area maps (emailed before the meeting to all) and information given, hence asking her to attend tonight's meeting to assist further.

5. Project Plan: Bernard said the info received from Helen was an excellent start for the group.

6. Open Events: There are 3 events planned covering day and evening to allow as many as want to attend to do so. Friday 6th May at Botcheston Village Hall, 17.00 – 19.00, Saturday 7th May St Martin's Church Centre 10.30 – 14.30 and Tues 10th May at Desford Library 16.00 – 20.00.

Posters are ready to go up and flyers are designed, just awaiting the green light for the expense from the PC at their next meeting. A flyer is to go to each house, business and farm in the Parish where possible. Pat has a list of businesses and groups in the parish to email a copy to. Helen said she couldn't confirm the business names and addresses, but if Pat lets her have a copy of the list she will cross check with the council's list. If the council hold more details, we can supply the council with the information for them to send out on our behalf, they cannot supply us with details under the data protection rules. Leaflets need to go out w/c 25 April and help is needed for this. John Preston will help with the display needed for the consultation events. Helen asked if there is a questionnaire to be completed, but Pat said no, just feedback, questions and the public's views/issues at this stage. Dave suggested

an email address be added to the leaflets for any questions. Bernard is to contact the Leicester Mercury and the Hinckley Times re the leaflet drop.

7. **HBBC presentation:** Helen explained the map (copies sent out before the meeting electronically to all). HBBC monitor how many dwellings have been built since 2009 to ensure they meet the minimum requirement. The highlighted areas on the maps show where people have shown an interest for possible building on their land. 3 main criteria are considered – Suitable, available and developable. All villages have a village settlement boundary and development is not allowed outside of this if not sustainable. Helen agreed to send a link so people can check details on these maps. If we want HBBC to write to the landowners, let Helen know.

A question was raised about light industry – is this something that would be approved?

Answer was if there is a need, then sites would have to be allocated: sites have to be assessed for both employment and dwellings. Once planning has been completed the highlighting is removed from the area on the map.

Helen was asked about access / traffic consideration. She said access is reviewed initially and has to be tested before planning is considered. By having a NDP it gives a village a good strong point for focusing development and not a free for all for builders.

HBBC can help with questionnaires etc. The population growth and housing growth for the area can be supplied if required. Based on the 2014 projections, 450 homes per year are currently required to meet the HBBC area requirements. Bernard suggested that a survey of housing need will be required by professionals later this year.

Helen advised us that she starts her maternity leave at the end of May but Andy Killip will cover until she returns next year.

8. **Desford Carnival:** The NDP are to have a stand at the Carnival with the display, to encourage more people to have their say.

9. **Next Steps:** A group is needed to collate replies received from the initial consultations so that a suitable questionnaire can be drafted. Bernard and Pat to do this with Dave and Jim.

Helen suggested that if people didn't want to give their names and addresses, but give their feedback anonymously at the initial consultations perhaps a pinboard might be useful; all they have to do is put a pin on the map provided to show which area of the parish they live in.

10. **AOB:**

- Darren asked if meetings of sub groups required minutes keeping. Pat will investigate this
- Helen to be included in the minutes of all meetings
- Pat & Ray Barnes sent their apologies and wish to resign from the committee due to other commitments, but will assist with leaflet dropping etc where they can

11. **Next meeting:** 6 June 2016 at 7.30pm at Desford Library. Kaye asked for her apologies to be accepted for this as she will be on holiday.

**DESFORD NEIGHBOURHOOD PLANNING
EVENTS GROUP MEETING
3.5.2016**

Present: Pat Crane [chairperson] Linda Mitchell, Bernard Grimshaw, Kay Smith, Scott Wakefield
John Preston [RCC]

Apologies: Dave Crocker, Adrian Dickinson, Kaye Johnson, Julie Peel, Malcolm Peel, Martyn Randle, Darren Tilley, Steve Thorpe [who also submitted his resignation]

Events Plan

17. John discussed the format for the Drop in Events [6th/7th/10 May]
18. People will be asked to fill in an information sheet giving anonymous details including their post code
19. There will be a separate slip if people wish to give their names and be on the mailing list
20. RCC will provide boards explaining the legislation [red boards] and the key issues and showing the names of the core committee members and the Parish Councillors
21. There will be a large map on which people can stick up to 3 blue and 3 green stickers to highlight areas of importance to them. This will be explained on the map
22. There will be opportunities to fill in post it notes about each key issue
23. Volunteers will be required to welcome people and inform them about the layout of the exhibition
24. John has produced a sheet of FAQs to help the volunteers
25. There will be a box available for additional comments
26. Volunteers to wear name badges
27. Pat to organise refreshments
28. Boards/ signs/bunting/balloons needed outside to attract people in

Rota

29. Volunteer helpers will be needed at each event
30. It will take an hour to set up and clear away. 10 tables are needed
31. Guides and refreshment people will also be required
32. Pat will be sending out an email re the rota
33. Bernard will keep the boards after the Botcheston Event and bring them to the Church Centre next day

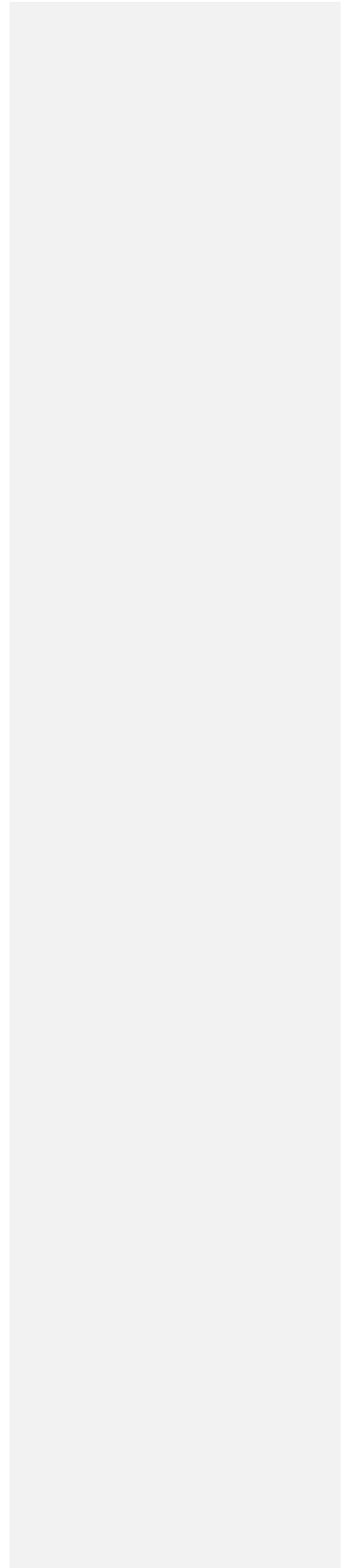
After the Drop In Events

34. John will collate the information, summarize the comments and identify where comments have come from using the post codes
35. There will be a photo of the map
36. At the next meeting on June 6th we shall look at the results
37. A **Stakeholder Meeting** will also be organised. This will be by invitation only. RCC will issue invitations and run the meeting. Pat to send a list of local groups /businesses to John. There are also statutory consultees to be invited
38. There will be 30 minutes of presentation followed by an hour of discussions of the Key Issues in small groups
39. This meeting needs to be held in last week of June or week of July 4th
40. Pat to investigate availability of SiD as the venue
41. 17.30 refreshments. 18.00 Start of meeting

Carnival Day

42. There will be a small display on Carnival Day, 15th May at SiD

**DATE OF NEXT MEETING
MONDAY JUNE 6TH AT 19.30
DESFORD LIBRARY**



Desford Neighbourhood Development Plan Working Group

Minutes of meeting 06.06.16.

Present: Martyn Randle (Chair), Paul Angelinetta, Pat Crane, David Crocker, Adrian Dickinson, Bernard Grimshaw, Jim Houghton, Linda Mitchell, Julie Peel, Malcolm Peel, Joe Scarratt, Darren Tilley, Scott Wakefield

In attendance: John Preston

Apologies: Lyn Dearing, Kaye Johnson, Judy Sharpe, Kay Smith, Peter Walker

1. **Chairman's Report:** The Open Events had gone well. Thanks to JP for his report, although not everyone had had time to read it in detail yet. First thoughts were that we will need sub-groups to look at specific topics
2. **Minutes:** The minutes of 12.04.16. were signed as a true record
3. **Matters Arising:** none
4. **Treasurer's Report:** Expenditure: £166.88. Balance: £83.12 (see attached). Thanks were expressed to SW for obtaining the voucher from Pesto foc. Pesto had been thanked and acknowledged at the Carnival

5. Consultation Report:

General comments:

- JP suggested that sub-groups will need to look at the results under the different headings, the feedback from the stakeholder meeting plus any evidence gathered. Consideration of all these sources of information will be used to inform our policies
- It was good to note that people offered suggestions; not all criticism
- Some issues raised can be referred to the Parish Council as they fall within their remit
- It was good to give people 3 opportunities to have their say. The weather may have affected attendance
- JP provided the contact details of those who wish to be kept informed about the NDP. A database will be created
- The demographics show that all but 4 of the attendees were over 55 and none were below 35 (see discussion below)
- We need to consider how we engage people from other age groups and geographical areas not represented. The stakeholder meeting and questionnaire will pick up some different people
- It is important to keep people informed through articles in the media and social media

The Results:

- Traffic & Transport attracted the most comments, which was not surprising
- There was considerable interest in Renewable Energy
- Facilities were generally thought to be good
- Housing revealed a demand for bungalows, which reflects the demographics of the attendees
- Only 3 people expressed their vision for the parish, so this needs to be worked on
- Comments under each heading could be grouped together and filtered

Attracting younger people:

- SW suggested we need to piggy back onto events where there are younger people, such as Open Mic Night at SiD, the Village Quiz. We could ask for 5 minutes to explain why they should care about the future of the place where they live and their children will grow up
- Another suggestion is for us to visit the different groups that meet in the parish and talk to them
- JH offered to contact all the sports clubs and ask them to disseminate the message
- We do the same for the young people's organisations, mums & toddlers, the PTA – any volunteers?
- This needs to be done in parallel with our ongoing work, in the hope that there will be a greater public awareness by the time the questionnaire is issued
- PC will ask Peter Walker if he would be prepared to set up a facebook page. DPC is about to set one up, but it was felt that we need a snappy title to attract people to visit. We need to ask the administrators of other facebook pages to add a link to ours
- We may pick up new issues from the above actions

6. Communications Officer's Report:

- BG & PC attended a NDP Network meeting at County Hall. BG will summarise the papers and circulate
- The next task is to ask HBBC if we need a Strategic Environment Assessment (SEA) or Sustainability Assessment (SA). BG will contact Andy Killip

7. Project Plan: (previously circulated)

There is a lot to do in the coming month

- Analyse the Consultation Report
- Organise the Stakeholder Event then look at the results
- Evaluate all the information
- Engage with schools

- Set up focus groups to look at the various topics (see AOB). It was suggested that each group aims to co-opt a younger person
- Encourage people on the extended mailing list to join focus groups, but they should be chaired by a member of the WG
- Start preparing the Questionnaire: BG suggested this should be ready by October, so that in November we will have had them returned and be able to draft our vision and get an idea of what consultants we might need to engage
- The Project Plan sub-group will coordinate the above process

8. Open Events sub-group: this had not met since the Open Events, but will meet to organise the Stakeholder Event (see below)

9. Understudies for officers: It was felt that most of the officers could send a report by e mail if they were unable to attend. In the absence of the Secretary or Chair, substitutes can be nominated on an ad hoc basis

10. Stakeholder Event:

- Tuesday 5th July at Bosworth Academy
- After discussion, it was agreed to keep to the suggested time of 5.45 for a 6pm start
- PC & Julie P have compiled a list of groups/organisations/shops/businesses and any updates need to be sent to JP
- AK will be asked to contact any businesses not on our list
- JS has almost completed a list of landowners (PC to send her list)
- Statutory authorities and service providers will also be invited
- JP will circulate the standard RCC invitation
- JP will send them out later this week (as soon as approved) or next week (as soon as the information about landowners is passed to him). A reminder will be sent nearer the date
- If we feel there are key stakeholders who have not replied, we can contact them ourselves
- JP provided a draft Agenda for the Stakeholder Meeting
- We will decide whether to have mixed or category based groups for the workshop when we see who is coming
- A facilitator and scribe will be needed for each table (suggest 5)
- JP will provide a grid of the key issues. The aim is to discuss constraints & opportunities (see attached facilitators brief)
- Confidentiality was raised. It was felt that some businesses will be reluctant to disclose plans for the future. Separate meetings can be arranged at other times if requested

- A meeting of the facilitators was set for Tuesday 28th June 6.30 at the library
- The following volunteered: PA, DC, PC, BG, JH, LM, MR, DT, SW
- KS will be asked if she is willing to be the 10th volunteer

11. AOB:

➤ **Focus Groups:**

After discussion, the following groupings were agreed, but this does not preclude discussion about other topics. There will be plenary sessions when the outcomes of the groups' work are shared

- 1) Heritage, History & Housing
- 2) Traffic & Transport
- 3) Environment, Flooding, Open Spaces, Recreation & Renewable Energy
- 4) Facilities, Services, Education, Employment & Economy

- People can be on more than one focus group, so meetings will need to be carefully timetabled
- BG will coordinate the groups. About 4 members would be a good number per group. Those on the extended mailing list will be invited to join
- BG will produce a set of draft Terms of Reference for the focus groups
- It was suggested that we invite someone from another NDP group to share their experience. It was agreed to invite a representative from Market Bosworth to our next meeting
- **Locality grant:** the timing of an application is difficult. We are not ready to identify what consultants we need, but once decided, we have to allow time to get quotes, find out their availability etc. Any grant awarded in the autumn would need to be spent by March 31st 2017.
- JP will talk to Richard Mugglestone about a Housing Needs Survey

Date of next meeting: Monday 25th July 7.30pm at the library

NDPWG meeting 25th July 2016
7.30 pm, Desford Library

In attendance: Martyn Randle (chair), Pat Crane, Darren Tilley, Bernard Grimshaw, Paul Angelinetta, David Crocker, Jim Houghton, Scott Wakefield, Kaye Johnson, Ewan Lindsay, Linda Mitchell, Julie Peel, Malcolm Peel, Judy Sharpe, Kay Smith, John Preston

Guests: Colin Crane, John Pope

1. **Apologies:** Lyn Dearling, Joe Scarratt, Peter Walker, Andy Killip
A welcome was given and everyone introduced themselves
Chairman's Report:
The stakeholder's event was well attended. Thanks to John Preston for his all his help in making it run smoothly and to Bosworth Academy for the use of their premises. We are on target with our work and are up to milestone 4, but now need to set up the focus groups
2. **Minutes:** for 28.06.16. were approved as a true record
3. **Matters arising:** none
4. **Treasurer's Report:**
Other than £12.98 spent on items for the stakeholders meeting (tea, coffee etc) the financial situation was the same as the last meeting
5. **Communication Officer's Report:**
Pat and Bernard attended a LCC event which was very useful. Bernard has circulated details.
There will need to be a Sustainability Assessment once proposals start to become formulated.
We are unlikely to need a Strategic Environmental Assessment. Bernard will ascertain the steps involved and circulate them in due course.
Bernard attended a Housing & Economic Assessment seminar for Leicester, Leics and Rutland on 27 June. HBBC were not represented, but colleagues from Market Bosworth were and useful contacts from LCC. GL Hearn, planning consultants, had been engaged by a range of authorities to carry out the assessment over 2 years to 2018.
It is to set the scene for the upcoming reviews of county and district plans well into the 2020s. If this survey highlights differences, neighbourhood plans will have to take account of them. HBBC will liaise with PCs preparing plans. Data will be passed on where appropriate.
6. **Guest:** John Pope from Market Bosworth NDP
It is 10 months since their referendum and the ongoing implementation is perhaps even more work
M.B. were on a learning curve doing their NDP and covered just two main areas: Building and Development & Character and Environment.
There is a lot of data to collect and subsequently collate. The questionnaire needs to be thought through and it is important to remember that no evidence

= no policy. A lot of items were highlighted after the questionnaire and they wish they could have gone back and done it again. Don't rush. If we keep asking residents, their interest will wane; take time and get it right. Keep the policies simple and get the wording correct.

Q - Did the questionnaire cover all the parish and how did residents respond?

A - Yes and 50% response to a 12 page questionnaire, which also included a £25 prize draw to encourage returns via either the internet or hard copies.

Suggested that we write articles in local magazines (Graphic) as well as emails etc to show the outcome of both the consultation events and to keep feedback going to those interested

Q - What is evidence; do we need practical evidence such as HBBC info?

A - Depends on policies chosen. The local NDP cannot hope to solve all infrastructure issues. Suggested we look at other village policies to get ideas but must have evidence to back Desford's policies

Q - Consultants- would MB engage them again to do the writing?

A - If independent consultant collects the info, they are just that, INDEPENDENT. A software company in MB collected the info but MBNDP did the analysis.

Remember to formulate the questionnaire based on how we intend to analyse the data.

Q - Have you kept a list of what you wish you had asked in the questionnaire?

A - Yes, hopefully can forward them. We can't ask leading questions

Q - Were the returned forms biased in the age groups?

A - difficult to say because one form was given to each house, but allow for a request for more if individuals want to complete one themselves rather than jointly. Also offer help to assist with the completion. MB also involved the schools and Guides and children asked parents / grandparents to complete It was agreed that the NDPWG need to visit groups in the parish to do this

Q - How many houses in MB parish

A - 968 with an approx. population of 2700 - Desford parish is approx. double this.

Q - MB had a website: was this set up by a professional at a cost?

A - Yes by a company in Swan House, and ongoing costs will be covered by the grants

Q - How many were on the MBNDP group?

A - 12 including 2 PC, 8 of whom are still listed and 6 are active.

John was thanked for his very helpful input into the meeting and left at 8.15 along with Colin Crane.

7. Focus Groups:

Bernard had circulated a list of the groups with volunteers. Judy, Paul and Ewan also volunteered. Meetings can start, but it is not too late to add more people. Bernard will advertise to the people who asked to be kept up to date with proceedings.

The groups are: History, Heritage & Housing; Traffic & Transport; Environment, Flooding, Open Spaces, Recreation & Renewable Energy; Facilities, Services, Educations, Employment & Economy. Each group to have its own chair and scribe.

8. Stakeholder event:

John Preston’s report had been circulated giving details of who was invited, attended/ apologised and details of the discussions. This must be included as part of the evidence. John also provided a summary of the key points.

Q – How can we include things like transport issues that come under Highways?

A – Communication needed with Highways.

Q – There is a potential HSE issue for damage to the street furniture

A – Improvements to the footpath / road junction need to be evidenced to be put into a policy.

Q- Based on the way traffic is increasing, Desford will be gridlocked by 2036.

Can vehicle movement be part of the plan?

A – (by Pat) this will be part of the evidence when we say building only to be in certain parts of the village

A local employer has advised the PC that they are looking to increase their buildings, which will in turn increase employment, but this could increase housing need and vehicle movement. This will need to be allowed for in the NDP.

Pat thanked John for his invaluable help with the Stakeholders Report. It is now down to the focus groups to discuss further.

It was agreed that John will e mail the report to those who attended the Stakeholders meeting once confirmation has been received from Neovia and the doctor that they are happy for their contributions to be made public.

A discussion took place as to the best way to keep residents informed eg. postcards to all, adverts in local mags, emails etc An advert in the Graphic, social media and posters around the parish were agreed on, plus emails to all on Pat’s list. Bernard, as communications officer, will be responsible for overseeing this. He will need help with the social media. Linda offered to help with the article for the Graphic. Pat will laminate and put up posters. A costing is to be obtained by Bernard for setting up social media from the company at Market Bosworth (Gareth Bromby).

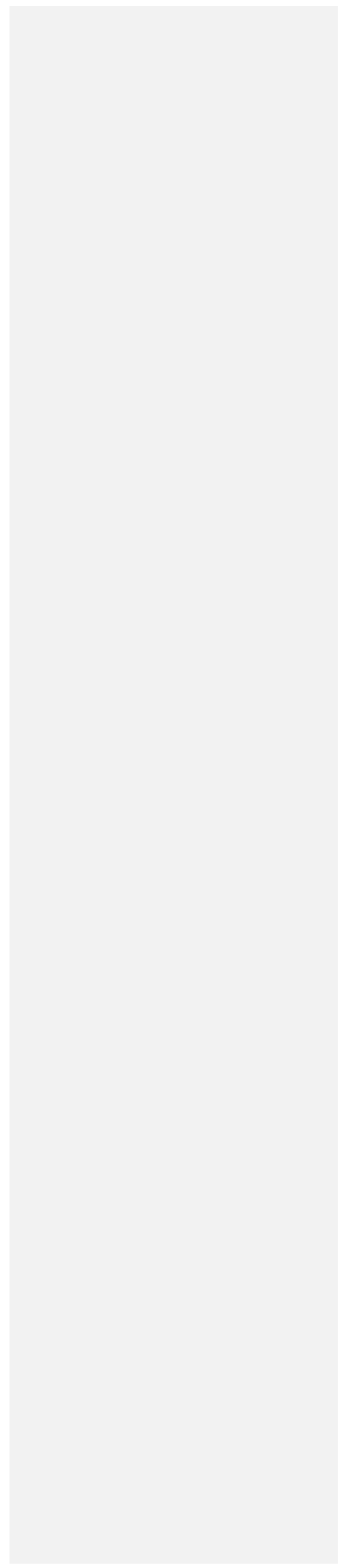
9. AOB: none

- 10. **Next meeting:** a meeting will be held at Botcheston Village Hall on 23rd August at 7pm when Richard Mugglestone will explain about Housing Need Surveys. It was agreed to hold a WG meeting immediately after.
- September meeting: Tuesday 27th 7.30pm at Desford Library.

Meeting Closed at 9.15pm

I confirm this is a true record of the meeting.....

Date



Minutes of NDPWG meeting 23.08.16

Present: Martyn Randle(chair), Pat Crane, Bernard Grimshaw, Darren Tilley, Paul Angelinetta, David Crocker, Jim Houghton, Scott Wakefield, Kaye Johnson, Linda Mitchell, Julie Peel, Malcolm Peel, Judy Sharpe, Kay Smith, Janet Ireland, Derek Ireland, Colin Crane

In attendance: Richard Mugglestone from Midland Rural Housing

Apologies: John Preston, Andy Killip, Joe Scarratt, Terry Satchwell, Lyn Dearling, Adrian Dickinson, Ena & Tom Kirkman, Ewan Lindsay

Housing Needs Survey: RM explained his work in rural communities to ascertain whether there is a need for housing for local people: eg. grown up children looking to set up their own home, people working in an area who want to move there, relatives who wish to move nearer.

MRH work with local councils and housing associations to research where properties are needed and can be built at an affordable price. The first step to achieve this is a housing needs survey.

HBBC have engaged MRH to do HN Surveys. If we decide to do one, it could be linked with the NDP as a joint questionnaire, with no extra cost to the NDP group.

The HNS needs to be publicised through website, publications, posters etc. The survey goes out with a covering letter explaining what it is and why it is needed. The 1st & 3rd sections are the most important covering:
What type of houses are needed?
Are people thinking of moving in the next 5 years, if so to what type of property?
The market housing needs?

A prepaid envelope is provided and they usually get a 30% plus response rate.

The answers from the questionnaire are analysed by MRH. The results can be used as evidence for the NDP and may help to justify affordable homes for local people on land that would not normally get PP

MRH's current contract with HBBC finishes on 31 March 2017, so if we want a joint questionnaire we must get our questions ready to go out before then. It takes 3-4 weeks to get the forms back and approx another 3 weeks to analyse the answers. RM will send a copy of a joint questionnaire

Q. Desford Parish also covers Botcheston, Newtown Unthank and Kirby Grange. Kirby Grange is mostly bungalows but Desford itself needs more bungalows. If just one survey is done, will the number of bungalows at Kirby Grange mask the need for Desford itself?

A. This could be overcome by doing 3 separate surveys, Newtown Unthank, Botcheston/Kirby Grange and Desford.

Q. Can the questionnaire results can have any influence on the HBBC housing targets

A. Whilst HBBC have targets for the borough, a HNS can show local needs

Q. Has any other local parish done a joint survey

A. Only 1; others have used the survey results to feed into their NDP

Q. Is the questionnaire put online as well as paper?

A. Only paper. MRH have found that most people don't open unknown emails

Richard was thanked for his attendance and time.

Minutes: The minutes of 25th July were signed as a true copy

Matters Arising: it was clarified that PP was an abbreviation for planning permission

Treasurer's Report: a spreadsheet was circulated prior to the meeting (copy attached)

Communication Officer's Report:

- the website (see below)
- focus group meetings had commenced
- LM is writing an article for the Graphic

Housing Needs Survey: it was suggested that focus groups organise their own sections and the questionnaire needs to be ready to go out in January 2017 at the latest. After a lengthy discussion, it was proposed by DT, seconded by SW, that we do a joint questionnaire. All were in favour.

Focus Groups: MR had circulated guidance notes for the focus groups. Two groups have met so far. (Meeting notes in file)

History Heritage and Housing: the housing questions will be set by RM subject to our approval. History and heritage need to be discussed further.

Traffic and Transport: We need to consider:

- what impact the Neovia development will have
- the impact of any future housing developments
- HBBC will be asked how a breach of conditions of planning permission is policed
- dangerous road junctions
- do we need better cycle routes

It was agreed that the focus groups need to create open questions with no misleading wording.

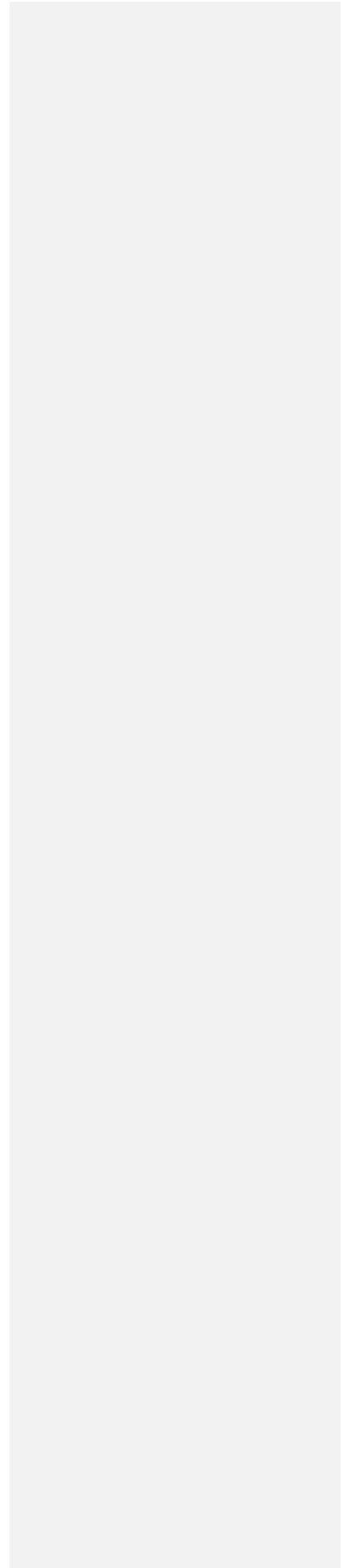
Website: The quote from PD solutions is too expensive. A quote has been requested from CFS and CC/BG will ask 2commune, who are doing DPC website, for a quote. DT will need 3 quotes to apply for a Locality grant. BG has drawn up a specification that all 3 will be asked to quote for.

The meeting closed at 9pm

Date of next meeting: 27th September, 7.30pm Desford Library

Signed:.....

Date.....



Neighbourhood Development Plan Working Group Meeting
7.30pm Desford Library 27 September 2016

In attendance: Martyn Randle, Darren Tilley, Paul Angelinetta, Pat Crane, David Crocker, Bernard Grimshaw, Jim Houghton, Scott Wakefield, Kaye Johnson, Ewan Lindsay, Malcolm Peel, Judy Sharpe, Kay Smith,

1. Martyn welcomed all to the meeting and asked for the apologies:
Apologies given from: Terry Satchwell, Joe Scarratt, John Preston, Janet & Derek Ireland, Lyn Dearing, Adrian Dickinson, Ena & Tom Kirkman, Linda Mitchell, Julie Peel.

Martyn said that on the whole we are doing well but might not quite meet all the targets we have set. He confirmed that Linda has sent a press release to the Graphic for their October edition explaining to all about the forthcoming questionnaire. Martyn also confirmed that the focus groups are all up and running and he has sent out a draft template for the groups to consider using. After discussion it was agreed that the template will be used AFTER the questionnaire results have been collated.

2. The minutes of the last meeting were discussed and approved as a true copy, and signed by Martyn.
3. There were no matters arising.
4. Treasurer's report: Darren said nothing had been spent since the last meeting so the balance still remained the same. The Parish Council had put £5 000 in the budget for last year and £5 000 for this year. Darren did remind the group that the locality grant should be considered and applied for, for large funding expense rather than using our own budget.
5. Communication officers report: Bernard apologised, but with holidays and a family funeral since the last meeting, he had sent out the latest edition of the Project Plan, but there really was nothing for him to report back on this time
6. Bernard did confirm that he and Colin Crane are still looking to get the quotes in for the web page site now that they have a criteria specification for all 3 companies to quote on a 'like for like' basis. It was agreed that the website does need to be live before the questionnaire goes out to the residents.
7. Focus Groups: The minutes from focus groups meetings that have been held since our last WG meeting were discussed. The next meetings for them are:
HHH - 15th October
T&T - TBA
E,F,OS,R,RE – 10th October
F,S,E,E, - 12th October
Co – ord – 26th October
Can the notes from these meetings please be sent to the secretary (Kaye) to be included with the agenda email for the next meeting.

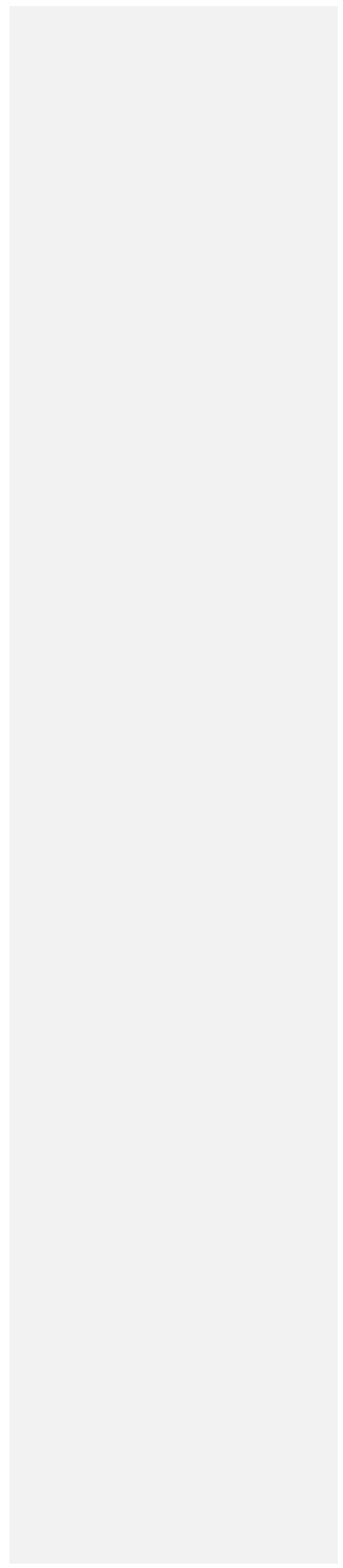
Once all the questions have been agreed within the actual focus groups, they need to be sent to the Co-ordination group to check through them and come up with the final list.

8. The system to be used to raise the questionnaire was debated, Pat has emailed out 4 questionnaires used by other villages to hopefully help us with ours. It was suggested that more press releases be issued as to why complete the questionnaire and Scott offered to assist Linda with this.
9. AOB – only one issue raised by Kaye. She advised that the names on the attendance list who neither attend nor offer apologies have now been asked twice if they still wish to be included and no one has actually confirmed either way. The question being do we still need to include these residents on the email listing ? Yes was the answer and after discussion as to if it should just be the minutes or everything, it was agreed to just keep sending everything out.
10. Next meeting to be held on November 22 at Desford Library, but Note the starting time for this one to be 8pm.

Meeting closed 8.21pm.

I confirm these are a true copy of the minutes for this meeting.....

Date



Neighbourhood Development Plan Working Group Meeting
8pm, Desford Library, 22 November 2016

In attendance:

Pat Crane, Martyn Randle (chair), David Crocker, Bernard Grimshaw, Jim Houghton, Scott Wakefield, Kaye Johnson, Ewan Lindsay, Linda Mitchell, Judy Sharpe, Sam Hatfield, Colin Crane,

Apologies:

Paul Angelinetta, Darren Tilley, Lyn Dearling, Adrian Dickinson, Julie Peel, Malcolm Peel, John Preston.

1. Welcome and Chairs Report:

The meeting opened at 8pm with Martyn Randle in the chair; Martyn welcomed all to the meeting including Sam Hatfield to his first meeting with us as the HBBC representative.

Martyn's report covered:

Questionnaire

- Bernard and Pat have completed and circulated the first draft of the Questionnaire.
- Initial enquires into the costing for the printing, delivering and collecting the questionnaire are underway

As there will undoubtedly be further revisions before the final draft Questionnaire is agreed he strongly advises that a system of documentation control is created to keep track of:

- a) Revision Levels
- b) Recipients

Website

At present two Quotes have been received and one is pending, but discuss this later in the meeting.

Martyn also suggested it would be a good idea for an update to go out to the parish, perhaps in the Geographic? (BG/LM to arrange).

2. Minutes:

The minutes of the last meeting were read out and agreed as a true copy, and signed by the chair.

3. Matters arising not on the Agenda:

Only matters arising were that Kaye reminded all if a sub group meets please can she have a copy of the notes for the files and to be submitted with the agenda for the next full meeting.

4. Treasurer's report:

Darren was unfortunately unable to attend due to health reasons, but Martyn advised everyone that there was no change in the financial circumstances since last time. Colin did add here that the Parish Council have agreed to carry forward this year's precept if we don't use it to next year, we won't lose it.

5. Communications Officers report – 6. Website:

Bern spoke about the report which he had circulated, which mainly covered the Website and questionnaire – the questionnaire part to be discussed later. Bernard said that 3 quotations had been received on a common basis and meetings held with 2 companies who had requested them. He and Colin were in agreement that we propose CFS to the Parish Council as the company we wish to use to provide the web site. Scott asked what had impressed them so much about CFS, Colin said that Craig had taken the time to sit with them and explain items in full, with questions and answers both ways. Jim said they use CFS for S.I.D. and Craig is very proactive. David C said he has used Craig and found him to be very proactive. The Chair approved the proposal of CFS and this is to be put to the PC at their December meeting. There will need to be

arrangements for the administration of the site going forward and the coordinating group will take this on.

The three companies who have quoted, PD Solutions, 2commune and CFS to be notified of the Successful tender after the PC Decision.

7. Focus Groups:

The chair thanked all involved in meeting as the sub groups and asked that everyone there had received

copies of the notes from the focus groups with the agenda. All agreed and this led on to the Questionnaire discussion.

8. Draft 0 of the questionnaire has been sent out to all on the main list and David Crocker asked Bernard if he had

received any feed back from the RCC, HBBC or MRH. Sam Hatfield apologised and said he had only received it a couple of days prior and not had the time to read fully. He will however prioritise this and get back with any comments. Martyn pointed out that this is only a draft copy and must be treated as such. It was suggested that the housing survey be moved to the end and perhaps on a different colour paper so that the residents know which part is to be returned to whom. It was discussed at length as to if a collection will be needed if they aren't returned and also what process is to be used to clarify just who and who had not returned them.

It was also discussed as to if we want a young person questionnaire to be sent to be adopted. This was agreed yes, and Colin Crane has agreed to run the youth project.

David Crocker suggested that the introduction pages need shortening to grab the residents' attention, including relevant pictures as required.

It was also suggested that the wording Desford Parish be amended to the Parish of Desford and explain just how the parish is made up.

Everyone was asked to read draft 0 and send any suggestions asap.

Bernard said he was waiting for approval from this meeting tonight and will then visit the MRH in Coalville to discuss the housing survey in more detail.

The question was asked if the housing part is for all houses or just rented and perhaps should have its own short introduction: it is for all properties.

Other comments re draft 0:

It needs reducing in length overall and some parts seem rather political.

Needs to be in more plain English

Sections 15 and 23 are the same subject

Take out "to be" where it isn't needed, ie see section 26.

Take out the DOB question and replace with age group boxes.

Do we want to offer a prize draw incentive to encourage the completion of the form, if so can we use local business's to donate gifts?

IT was agreed to collate any feedback from this group and other organisations and make draft 1, then to have a sub group meeting to discuss the amended form further. Draft 1 hopefully to be circulated over the Christmas break in time for the next meeting.

The co-ordinating sub group will make recommendations to the group to finalise the content, format, printing arrangements, distribution, collection, analysis and reporting in liaison with HBBC, RCC, MRH.

9. AOB:

No further business

10. Next meeting 5th January 2017 at 7.30pm in Desford Library.

Meeting closed 9.20pm.

I confirm this is a true copy of the meeting.

Signed..... Name.....

Date.....

16.12.16. NOTES OF MEETING of COORDINATING SUB-GROUP

Present: MR, BG, DC, PC, JH, CC. **Apologies:** MP, DT

QUESTIONNAIRE

1 Content and format

General housing separate from housing need info.

Separate clearly the Housing Need survey and use coloured paper if possible

Adopt a flier in February

Do not ask for name/address unless entering the draw

2 Printing, distribution and collection

Hand delivery, probably use The Graphic and get a list of outlying properties not delivered to by Graphic and post or special delivery.

Use envelope with exhortatory message on outside

Personal collection in week commencing 13 March or 20 March – to be decided: if given all parts of questionnaire, pass Pt 3 to MRH

Ask DNPWG to appoint a Collection supremo to get helpers and collect: meeting on 5/1/17

Be aware of need to promptly supply extra questionnaires on request

3 Analysis (SNAP)

RCC preparing possible price.

BJG to contact RM of MRH to see if they are ready to give a price before 5/1/17

4 Cost/timing

BJG to contact RM re contribution to printing and details of covering letter if an intro as per Great Easton is not sufficient.

Need to get DNPWG approval on 5/1/17 and a final draft for DPC 09/1/17 subject to any minor changes as may be recommended by typesetters.

5 The Wording!

Discussion agreed reinstating some questions and various further amendments. MR will prepare draft as far as possible for 28/12 and send progress to BJG to finalise for 5/1 meeting, final version to CC to select photographs and prepare version for printers.

WEBSITE

Noted CFS approved by DPC: BJG will write to unsuccessful and CFS confirming, **(Done)** BG CC and JH to offer to meet CFS to progress. Domain name of www.desfordvision.co.uk agreed and CFS to purchase promptly. Ask for “webmaster” and assistance with administering site on 5/1/17.

**Neighbourhood Development Plan Working Group Meeting
7.30pm Desford Library 5 January 2017**

In attendance: Pat Crane, Martyn Randle (chair), David Crocker, Bernard Grimshaw, Jim Houghton, Scott Wakefield, Kaye Johnson, Linda Mitchell, Judy Sharpe, Colin Crane, Darren Tilley, Malcolm Peel, Kay Smith, Paul Angelinetta

Apologies: Helen Nightingale, Adrian Dickinson, Julie Peel, John Preston, Joe Scarratt, Sam Hatfield

- 6. Welcome and Chair's Report:** Martyn said we are on target with the questionnaire. The penultimate draft of the questionnaire was on the agenda. The minutes of the December co-ordinators meeting had been circulated.
- 7. Minutes:** The minutes of the last meeting were agreed and signed
- 8. Matters arising:** There will be a short questionnaire drawn up for the students at Bosworth Academy, but it will be kept separate as non-residents, who are also students at the Academy, will be completing this.
- 9. Treasurers Report:** There has been no spending since last meeting, however we need to be aware that some large costs will soon be incurred, including the Website, Questionnaire expenses and Consultant fees. But we will be able to claim against the Locality grant towards these. Darren confirmed that the money from the Parish Council will be rolled over. He reminded members to claim for expenses for printing etc. We don't have to pay CFS for their website work until it has all been completed.
- 10. Communications Officer Report:** The report that had been circulated. Jim, along with Colin and Bernard, agreed to oversee the website progress with CFS.
- 11. Website:** The Parish Council accepted our recommendation of CFS to design and produce the website and this has now been confirmed with them, and an email sent to the other two tenders. Craig has purchased the domain name of www.desfordvision.co.uk. The site to consist of blue headlines with a black Arial font. Craig is to also set up twitter and Facebook facilities. A discussion took place as to how communication is to be dealt with once the questionnaire has gone out; David, Kay S and Kaye J agreed to deal with these initially, but to assess how much work is involved. If it is deemed necessary, outside help will be sourced and paid for.
- 12. Co-ordinating Group meeting:** Minutes of the December meeting, previously circulated, were discussed.
- 13. Questionnaire:**
Bernard has talked to Richard Mugglestone who confirmed that a covering letter isn't required; our intro is quite sufficient. Richard hasn't got back with costs. He agreed that coloured paper would be used for their section, to differentiate which part needs to be sent back in the envelope. To keep the cost down, perhaps use greyscale for the photos instead of colour? Richard strongly suggested that we

send a flyer out in mid-February to all houses, saying that the Questionnaire is coming soon.

Malcolm said that there is no mention of business / retail additional buildings in the questionnaire. This was discussed at section 8.

The penultimate copy of the questionnaire was discussed, question by question, with various changes suggested. Colin will make the amendments. The final draft needs to be with the Parish Council Clerk by 11 January, so that it may be sent out with the agenda to all Parish Councillors for their meeting on 18 January. It was suggested that once the PC has accepted the questionnaire, perhaps a few people should be asked to complete it before going out for full print. This was accepted.

The Graphic is the likely source for delivery, with some of the committee members having to do the outlying areas that Dean does not deliver to.

The completed forms are to be collected. If people aren't at home, a note is to be pushed through doors asking if they can please deliver the completed copy to either the Library in Desford or Manor Farm Cottage in Botcheston.

An email is to be sent out by Kaye to all on the list asking for help for collection of the forms.

14. AOB: none

Next co-ordinators meeting: 19th January 6.30pm Desford Village Hall

Next full meeting: 9th February 7.30pm Desford Library

Meeting closed at 10.30pm

I confirm this is a true copy of the meeting.

Signed.....

Name.....

Date.....

**Neighbourhood Development Plan Working Group Meeting
7.30pm Desford Library 9 February 2017**

In attendance: Bernard Grimshaw, David Crocker, Jim Houghton, Judy Sharpe, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Colin Crane, Sam Hatfield.

Apologies: Darren Tilley, Helen Nightingale, John Preston, Lyn Dearling, Paul Angelinetta, Scott Wakefield, Julie Peel, Malcolm Peel.

1. Welcome & chairman's report: Martyn Randle in Chair welcomed all who were there. He said to start the meeting off it is good news: the final draft of the questionnaire had been approved by the Parish Council and is going to be delivered week commencing 13th March by the Graphic team at Market Bosworth. The collection of this needs to be discussed further on in the meeting.

Martyn said that currently we have 6 projects in progress:

1. The website
2. Young Person Questionnaire
3. Delivery and collection of the questionnaire
4. Appoint a consultant
5. Appoint an analyst
6. Locality funding Application

Martyn read out an observation made by Darren on possible traffic infrastructure and this was discussed by the group.

2. Minutes of the last meeting: These were approved as correct and signed by the chair.

3. Matters arising: None

4. Treasurers Report: Darren had advised via email that there was no change in the financial situation from last month.

5. Communication Officers report: The website and questionnaire are covered in their own items but the subject of appointing a consultant needs to be addressed. In ensuring the questionnaire is covered in March, this will take time and effort by all. It may be an idea to resurrect the focus groups for the consultants' issues in May / June. We need to be submitting a draft plan to the HBBC in January 2018 which will meet the locality grant requirements. The consultants will advise if we are on target for this and how to prepare the evidence base. Two out of the three companies Bernard has approached will provide a template and advise the groups how to actually put the plan together. A question was raised to Bernard that it is surely not easy to appoint a consultant until the questionnaire is back and analysis raised, so we know which area the help is required in. The consultants are experts in the planning of the NP and not specifics, additional help can be bought for specific areas if required. Again 2 of the 3 companies suggested the plan can include an appendix of aspirations extra.

Another question was raised, asking if the 3 companies Bernard has approached have done this type of work before; Bernard advised yes and the guidance he used

for the consultants briefing is in the NDP drop box file should anyone want to see it, it is approx. 64 pages long. A comment was made saying that we need to get a good company before they are booked up with other villages. Pat pointed out that this all ties in with how much grant we need to apply for; until we choose and appoint a consultant we don't know how much we will need. Three quotes will be obtained and referred to John Preston, Richard Mugglestone and Sam Hatfield for their comments before approval is given.

Pat asked Sam Hatfield if the dates we were working to are achievable and he said yes they are realistic with the right support. It was favourably agreed of the bringing in of consultants within the time frame discussed. Everyone thanked Bernard for his hard work in getting us this far.

6. Website: Jim said he had sent out a list of items that should be included within the site for further comments. Martyn has given some help and CFS have uploaded items supplied already. However there is still a lot to do with the look and feel of the site; more input is needed.

Jim is missing:

List of the Working Group – Kaye to supply

Info for the Health page - Info to be gleaned from the PC web page Pat to supply

Role of the PC with the NDP – Pat to supply

Role of HBBC with the NDP - Bernard to supply

Housing - Pat to supply from Parish Profile document

Also it would be helpful if there could be a post on the web page about when and how the questionnaires will be collected- LM agreed to do this. Also suggested that it would be handy to have a rolling page system so older items automatically go into the archives. CFS had advised Jim there are pages and posts on a website and posts are the ones that can be archived like this.

There were questions raised by CFS for the working group to answer:

Q How does the home page want to look, formal? Pictures ? etc...

A It was agreed it needs pictures, plus the ability to click on an item and go straight to the relevant page.

Q Facebook and Twitter administering?

Kay Smith had agreed to cover Twitter at the previous meeting and Kaye Johnson had agreed at the same meeting to cover Facebook. KJ to contact CFS re the fb page.

www.desfordvision.co.uk is the page to check out. It is currently a holding page with work in progress. Also suggested that Agendas and minutes be added to the web page from our group meetings. KJ to send to Jim. Jim agreed he is happy to be the administrator for the updates. The logo for the home page needs to be agreed – this is to be the logo already established for the NDPWG. PC or LM to send the logo to JH.

7. Reports from sub groups: None, but locality funding had been raised in an email from DT. This was discussed at length and it was agreed to get the consultants in place but wait for any work to be done by them until the grant is available.

8.1 Questionnaire: The final draft of the questionnaire has been taken to the printers for them to quote on by CC and BG. There are to be 2 small amendments by the printers and their quote to supply A4 envelope, and a duplexed questionnaire stapled correctly is 86 pence per copy plus vat. The MRH copy to go with ours will be in light green to avoid any confusion by the residents. A quote for these to be delivered to all but the outlying properties by the Graphic staff in Market Bosworth was a one off fee of £200 and this is to be done week commencing 13th March. The outlying areas being: between Bosworth Academy and the A47 along the Leicester Lane, Kirby Muxloe, Lindridge Lane, Hunts Lane & Peckleton Lane– these areas to be done by volunteers. Scott has drawn up a flyer and sent it to all members via email. This has been agreed with one small amendment. This flyer to advise all parishioners the importance of the forthcoming questionnaire. The Graphic to be asked to put this as a loose leaf in their March Graphic magazine. LM is to also write a post to be actually inserted within the Graphic.

8.2 Collection of questionnaire: This is to be week commencing 27th March. KJ apologised to the group as she is on holiday that week and will be unable to help. JS suggested spare copies of the forms be taken around just in case people ask for another copy. A slip is to be printed to push through doors if the resident is not in when calling, asking them to return it to the Library. BG nominated MR to be the co-ordinator overseeing this and JS seconded. PC has asked John Preston how much they would charge for the analysis of the findings from these forms. His reply was it could be free if the group input the information. KJ and CC offered to do some inputting. MRH need the reports of the housing section from our survey.

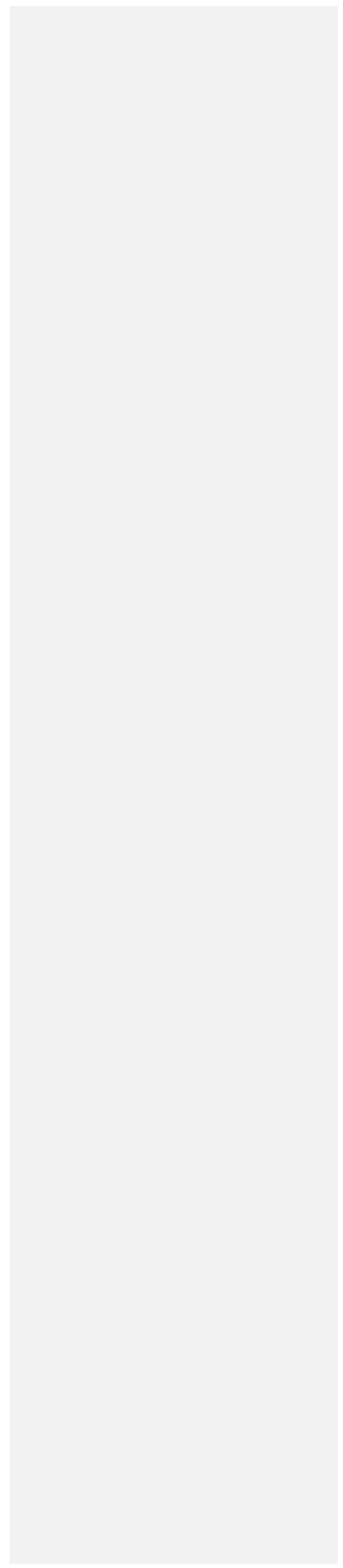
9. AOB: DC said he had sent our questionnaire to a friend on another village's Working Group and his friend thought we had covered all aspects apart from the youth questionnaire. This will be done separately and sent to Bosworth Academy, Scout groups etc for distribution and spare copies in the Library. FB and Twitter to advertise this. BG said Pat had circulated a copy of the C/C press release about HEDNA, please read if possible. He suggested we all monitor the housing bill press releases. Also a copy of the latest project plan has been sent out to all. And finally Newbold Verdon and Barlestone Working Groups have requested to BG that we consider 2 / 3 members of each group meet to ensure we are all working in the same direction. PC said that Michelle Elcoat from the Parish Council went to the Newbold Verdon Group meeting but didn't hear anything that would affect the Desford Plan. LM asked KJ if the paperwork can be sent out sooner for reading before meetings, KJ said yes if at all possible.

10. Next meetings: Wednesday 8th March 7.30pm
Tuesday 4th April 7.30pm
Both at Desford Library.

Meeting Closed 9.25pm.

I confirm these are a true copy of the meeting:

Signed..... Name.....
Date.....



**Neighbourhood Development Plan Working Group Meeting
7.30pm Desford Library 8 March 2017**

In attendance: Bernard Grimshaw, David Crocker, Jim Houghton, Judy Sharpe, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Colin Crane, Darren Tilley, Paul Angelinetta .

Apologies: Helen Nightingale, John Preston, Scott Wakefield, Janet Ireland, Derek Ireland.

1. Welcome & Chairman's report: Martyn Randle in Chair welcomed all attendees. Martyn advised the full group that there had been a co-ordinators meeting to discuss the consultants and a vote taken to recommend 'Your Locale' to the PC, but this to be discussed as agenda item 10

2. Minutes of the last meeting: These were approved as correct and signed by the chair.

3. Matters arising: None

4. Treasurers Report: Darren had circulated a copy of the current situation on a spreadsheet with the agenda. This showed the main costs currently being the questionnaire and items relating to this. There is currently £7755.14 left of the PC money in the budget and the grant monies still to be applied for; again a copy of the Locality grant application had been forwarded with the agenda before the meeting. Darren explained how the form had been completed and Bernard is to supply a copy of the Project Plan to accompany the grant application.

5. Communication Officers report: Bernard offered his thanks for the wonderful item in the Graphic magazine relating to the questionnaire to be sent out. Bernard and Pat are to attend a Landscape seminar/workshop at the HBBC as this will be relevant for the final report.

6. Questionnaire Circular: The leaflet has already gone out with this month's Graphic magazine. Posters are to be put up on relevant notice boards and local shops, including the notice board in the relevant area of Kirby Muxloe that falls within the Desford Parish.

7. Delivery and Collection of Questionnaire:

Delivery: The majority of these will be delivered by the Graphic, but the balance needs to be delivered by volunteers or by post. Martyn has drawn up a matrix of all properties that can be used to confirm delivery, collection and or Library /MFC return.

Collections: Martyn and Pat to liaise and email out lists to all collecting. Collections to be week commencing 27th March at suitable times. It was suggested that collectors should have badges to use as ID. 20 name tags are to be ordered with the Desford Vision Logo, leaving space for names to be added as needed. Once questionnaires are collected, the completed matrix to be emailed to Martyn.

8. **Not at home slips:** These are to be A6 size and it was agreed 500 to be ordered.
9. **Website update:** Jim gave his thanks for all contributions supplied and said that CFS had done a very good job, CFS had been very responsive and had now got the site to a stage of completion and live on the www. Jim asked if anyone had not checked the site to please do so and send him any further suggestions. Jim is to be given editing rights and also access to the analytics of the page. Colin agreed to take on the editing rights as well, just as back up to Jim. Kaye asked if the web page could now be linked on Facebook, Yes and also Jim is emailing other groups if they will link our page as well. The website address can now also be put in the Graphic. Thanks were given to Jim for his work on the site.
10. **Planning Consultants:** The co-ordinators group had met and although 3 companies had been asked to tender, only 2 had supplied quotes. The co-ordinators meeting had chosen 'Your Locale'. Bernard thanked all for their communications and completed matrix to help in the choice, he then went onto to briefly explain why the co-ordinators meeting had chosen that particular one. Bernard did point out that the recommendation to the PC will be with a rider that 'Your Locale' to provide a more structured plan, including perhaps a suggestion of coming to the April meeting. This was approved by Darren and seconded by Colin.
11. **Co-operation with Newbold Verdon and Barlestone:** NV started after us but are progressing quickly. They requested a joint meeting to discuss the plan in more detail. Roger King being the Chair of NV. Barlestone have only just started with their NDP with Cathie Watkins being the Chair. It was suggested that Barlestone be given time to move on a little further and then arrange a meeting. It was proposed that we form a liaison with NV and Barlestone, proposed by Darren and seconded by Bernard.
12. **AOB:** IF we get any of the green housing questionnaires returned to the collectors, they are to be accepted (provided they are in the sealed envelope provided) and passed to Bernard who will arrange delivery to Coalville.
Kaye reminded Martyn that she won't be here to do the preparation for the next meeting and that he had agreed to do the agenda. Martyn asked the group to please send agenda items to him.
Pat and Bernard will be attending the next quarterly network meeting at LCC and will report back.

Meeting Closed 8.45pm.

I confirm these are a true copy of the meeting:

Signed..... Name.....
Date.....

**Neighbourhood Development Plan Working Group Meeting
7.30pm Desford Library 4 April 2017**

In attendance: Bernard Grimshaw, David Crocker, Judy Sharpe, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Colin Crane, Darren Tilley, Paul Angelinetta.

Apologies: Ewan Lindsay, Janet Ireland, Derek Ireland, John Preston, Kay Smith, Sam Hatfield, Scott Wakefield, Helen Nightingale.

1. Welcome & chairman's report: Martyn Randle in Chair welcomed all who were there. Apologies were listed. Martyn gave his report, which was then discussed by the group.

2. Minutes of the last meeting: These were approved as correct and signed by the chair.

3. Matters arising: None

4. Treasurers Report:

Darren advised that the Grant application (£9k) has now been submitted, but this can take approx. 30 working days to the receipt of the money – assuming all is accepted. Pat thanked Darren for his work on this issue. The balance sheet was circulated before the meeting and Darren was advised that MRH should be giving us £100 as their share of the distribution of questionnaires fee. This will be added to the spreadsheet. Darren confirmed that he will be sending the Y/E accounts to the PC Clerk asap. There is a bill to come from CSF Computers for the work on the website.

5. Communication Officers report:

Bernard reminded everyone of the meeting next week, Monday 10 April at 5.15pm when Gary Kirkman from Your Locale will be there advising the group of the next steps forward. Everyone was asked to attend if possible. Bernard suggested that Paul Grundy (HBBC) be invited to next week's meeting and as everyone agreed Bernard is to send an email to him.

6. Website:

Bernard said he had received a phone call from CFS asking to whom to send his invoice, Craig was advised to send this to the PC Clerk. It was also noted that Roger King from the Newbold group had commented that he liked our web site.

7. Feedback from collection teams:

As at the start of this meeting there had been 416 questionnaire forms returned. Some more had been handed in at the meeting, so the number has already increased. 90 forms were hand delivered to the residents in Kirby Muxloe who are within our parish boundary, but sadly not one returned. Martyn did say that when he was collecting in part of Desford, the majority of residents are showing an interest.

8.1 Data input – Draft report:

Colin is going to input one form tonight and if this is successful the volunteers can start inputting into the (MRH) RCC software. Colin, Kaye, Kay and Jim to do some inputting. John Preston can do the final analysis once all completed. Where people have entered their name and address for the prize draw on the last sheet in the pamphlet, this sheet is to be removed and put in the draw which will take place at the Parish Council meeting on 17 May and this date is to be publicised in the Graphic. The group were reminded that there are 4 prizes of £25 each.

A question was raised as to what the volunteers, who are inputting, should do if there is any questionable comments on the form. Darren proposed that if people have taken the time to write an item, then everything should be entered. After the input all comments can then be reviewed and discarded if in breach of the law. This was agreed by all.

9. Public Forum:

Martyn suggested that once the results are know, it would be sensible to have a public forum to let the residents know what is happening. Also to publicise the report on the website and facebook/twitter. All agreed. It was noted that Gary Kirk is very keen on keeping the dialogue open with stakeholders and residents.

10. AOB:

Bernard and Colin will organise the youth questionnaire.

On the 2nd of May at 7pm there is to be a joint meeting with Barlestone and Newbold Verdon working groups, a few volunteers are needed for the Desford Group. Martyn, Pat and Bernard agreed to do this.

Bernard mentioned the aerial picture that NV have in the Graphic as part of their information, which is a good eye catcher. NV had this done privately, but Bern asked if the county council still do this and if so could we ask for one of Desford from them?

Pat is to ask the RCC for a rough guide of how long for the data analysis to be received once all the forms in, Bern suggested that John be asked if he can attend the next meeting to explain what we will get as the results. If John can't attend could he send an email with an explanation?

Next meetings: Monday 10 April 5.15pm (Your Locale Intro)
Tuesday 2 May 7pm (3 village meeting)
Tuesday 9 May 8pm (NDPWG meeting)
All at Desford Library.

Meeting Closed 8.25pm.

I confirm these are a true copy of the meeting:

Signed..... Name.....
Date.....

**Neighbourhood Development Plan Working Group Meeting
8.00 pm Desford Library 9 May 2017**

In attendance: Bernard Grimshaw, Darren Tilley, David Crocker, Judy Sharpe, Jim Houghton, Kay Smith, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Colin Crane, Scott Wakefield.

Apologies: Sam Hatfield, Paul Angelinetta, John Preston, Janet Ireland, Derek Ireland.

1. Welcome, apologies & Chair's report:

Martyn in chair welcomed all who were there. Names of people who had sent apologies were read out. Martyn gave his report which was discussed by the group.

2. Minutes of last meeting:

These were approved as correct and signed accordingly by Martyn.

3. Matters arising:

None.

4. Treasurers report:

Darren explained he had not sent out information simply because there was no change in the figures, with no income or expenses since the last meeting. Darren explained that we had applied for the full grant of £9000, but we have only been awarded £4500 which will cover the first three stages we need money for. This has to be used within 6 months of receipt. We can still apply again for additional monies once we know the actual costs involved. Apparently it is normal practice to apply more than once, but £9000 is the maximum we can claim as the group. Bernard said he and Pat had just come from a meeting at County Hall; DCLG funding is available, £9k from locality and there is no indication of this being terminated. Other sources of grants are also available.

5. Communication Officers report:

Bernard has taken up two references for "Your Locale", both of which came back with very positive results. Bern has put a question to Gary and subject to the answer, the contract should be ready for the Clerk to sign, to formally assign "Your Locale" as the NDPWG consultants. Gary has advised there will be a need for an issue of governance: All non PC members of the working group will be asked to sign up to the code of conduct and Declaration of Interests as if we are Parish Council members.

It was mentioned that we need a relaunch of the village community spirit to assist with the volume of ongoing work required for this project. Suggestions put forward were:

Perhaps wait for the questionnaire report and have another open session?
Highlight the top 4 items raised from the questionnaires and arrange an open meeting?

Put item in the graphic and on notice boards asking for new members?
Put leaflets in local shops trying to make people aware how important this project is for the village?

Bernard went on to say that good news had come from his and Pat's meeting at County Hall. HEDNA is designed to plan up to 2036 and happily HBBC figures do not vary much to the current local plan.

6. Questionnaire response and inputting update:

To date there has been 587 questionnaires inputted, with approx. 23 left to go on, so a very good response from the parishioners. A question was raised asking if any of our forms had been returned with the green survey to Richard Mugglestone, yes they had but have been passed back to us, just as we have forwarded any green returns. Once the results have been obtained from John Preston, we will have a meeting with Richard Mugglestone to discuss the housing section results from our survey.

7. Report on meeting with Gary Kirk (10 April)

It was an excellent meeting, with questions and answers being fed back to the PC. Gary did suggest that we reduce the focus groups to 3: Housing, The Natural & Historic Environment and Community Facilities, Employment & Transport. The minutes taken at this meeting by Pat were then discussed.

Bernard is to send a copy of Pat's notes to GK.

It was asked how much co-operation the group can expect from County regarding traffic data. The PC have asked Neovia if the company they use will do a traffic survey, sadly Neovia came back with their company did not want to do it. Therefore the PC are to be asked to consider a survey of their own on Dans Lane, Peckleton Lane and the village Centre.

8. Report from 3 villages meeting (2 May)

At the meeting it was advised that the NV survey showed demand for 60 affordable housing – with info already gleaned from our questionnaires we don't think that volume will be required here.

It was agreed that all 3 villages will exchange necessary information and keep each other informed.

The next meeting for this group will be in August.

Barlestone are still at the primary stage of setting up the group and Newbold Verdon are at a similar stage to ourselves. Notes were taken by Pat at the meeting and briefly discussed.

9. Website:

The main issue here is no one is viewing the site. It was agreed that all correspondence from the working group members in future will include the logo and the web site address. (Including email correspondence).

Scott suggested that all official emails should be in the same font/ size and have the logo and web site address to look professional. This was agreed and Jim is to ask

Craig if he can set this up for us. It was noted that as communications officer most official emails are sent by Bernard.
Kaye was asked by Jim to upload the minutes to the website and has had training by CFS to do this, however she mentioned that she was not doing well with this but would persevere, however does not want to be involved in the uploading of the Agenda and Chairman's report (which the Chair also wants putting on the site). Jim agreed to do these if Kaye could forward details to him.

10. Actions:

Martyn said that we need to relaunch the group and we need to ask:
How do we do it?
What format do we take?

It was suggested, flyers, emails, facebook, twitter website etc...

The basic data from JP should be available within 3-4 weeks from the finalisation of inputting, but the forms are still trickling in!

After a long discussion it was decided to save on Grant monies and not ask Your Locale to assist at this stage, only with guidance if required, but to form a team and organise a re-launch ourselves.

Pat will ask JP if they have a blue print to assist with this meeting.

1. Working group needed – All in attendance agreed to help.
2. See what John Preston can help with
3. Presentation to be put out at an open meeting at SID. Scott to organise and present this.
4. Piggy back on another event or Stand alone? Stand-alone agreed unless JP advises otherwise.
5. July date to be organised for the event at the next meeting – Event to be a BBQ on a Saturday or Sunday afternoon.
6. We still need to plan and organise now even though we don't have a date yet.

11. AOB

Just a reminder from Jim to use logo and web site address on all correspondence.

12. Next meeting

Thursday 1st June 7pm in Desford Library to cover main meeting and the relaunch requirements.

Meeting closed 9.41pm.

I confirm this is a true record of this meeting:.....

Name..... Date.....

**Neighbourhood Development Plan Working Group Meeting
7.00 pm Desford Library 1 June 2017**

In attendance: Bernard Grimshaw, Judy Sharpe, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Colin Crane, Scott Wakefield.

Apologies: Sam Hatfield, John Preston, David Crocker, Darren Tilley, Jim Houghton.

1. Welcome, apologies & Chair's report:

Martyn in chair welcomed all who were there. Names of people who had sent apologies were read out. Martyn gave his report which was discussed by the group.

2. Minutes of last meeting/Matters arising:

These were approved as correct and signed accordingly by Martyn. There were no matters arising.

3. Treasurers report:

As Darren was absent Martyn confirmed that the £4500 grant monies had been received in the bank otherwise no change. We were reminded that this money must be used within 6 months of receipt, which in effect gives us another 5 months to use it.

4. Communication Officers report:

Bernard recommended that we urgently need to be focusing on 3 – 4 days consultancy work to spend some of the grant monies, but before this can be done we need offerings of suggestions from the focus groups. The names on the original focus groups were read out, and the members not at this meeting are to be asked if they can assist again. The new groups are:

Housing:

Bernard, Scott, Kaye, - David and PC members to be asked by Bernard.

Natural & Historic Environment:

Judy, Pat, Linda, - Ewan, Paul and Pam to be asked by Linda

Community Facilities, Employment & Transport:

Colin, Martyn, - Jim, Darren, Kay, Ian Sharpe & Stephanie Dunkley to be asked by Colin.

The dates of 27th and 28th June to be offered to YOUR LOCALE for a potential meeting at either the Bosworth Academy or Botcheston Village Hall.

Bernard to write to Gary to ask which date suits and what is expected at this meeting; but he did refer us to the list of items he had previously emailed – advice from Gary as to what we can be proceeding with now.

The Code of Conduct was discussed and this to be referred to the next PC meeting for their input.

Bernard also advised that the Financial Regulations will not apply to the group as we only recommend any spending to the PC.

5. Update on draft report:

John Preston has been asked when we should see the analysis for the inputting of the Questionnaires, this should be by July.

6. Date of Publication of report:

Hopefully this will be reviewed at our next full working group meeting and then sent to the PC meeting on the 19th July for their approval.

7. Date for relaunch/relaunch programme:

This to be the first half of September, perhaps week commencing 11th. Scott to do a presentation with John Preston supplying information boards to be around the room for perusal by the attendees.

8. Publicity:

The Graphic team to be asked to issue invitations to residents of the Parish with a flyer inserted in their magazine. Scott to design the flyer modified from the last one.

9. Catering/H&S/Insurance/Costings:

This to be at Bosworth Academy if Colin can book an evening. Tea/Coffee/Cake to be supplied. Possibly wine. Bosworth Academy to be asked if they can provide the cakes.

PC will cover the insurance.

H&S will be under the Academy's umbrella, which we must all follow. It will just require someone at the beginning of the meeting to advise of the fire exits etc...

Colin will talk to Dave Claricoates

10. Website/facebook/twitter updates:

Kaye asked if anyone knew a specific person in the area, this person has liked the fb page. No twitter updates as Kay was absent. The website is taking shape with updates as needed. Jim to be asked if he has arranged the email signatures with Craig, this to include LOGO, Web address and desplan16@gmail.com email.

11. AOB

Bernard asked Kaye to cc Gary Kirk in all correspondence, Bernard to supply his email address.

12. Next meeting

26th **OR** 27th June once organised with Gary.

Full WG Meeting - Monday 10th July 7pm start.

Meeting closed 8.41pm.

I confirm this is a true record of this

meeting:.....

Name..... Date.....

**Neighbourhood Development Plan Working Group Meeting
7.00 pm Desford Library 10 July 2017**

In attendance: Bernard Grimshaw, Judy Sharpe, Kaye Johnson, Linda Mitchell, Pat Crane, Scott Wakefield, John Preston, Darren Tilley.

Apologies: Sam Hatfield, David Crocker, Jim Houghton, Martyn Randle, Colin Crane, Paul Angelinetta, Rupert Pullin, June Morris, Ewan Lindsay, Kay Smith.

- 1. Welcome & Chair's Report:** All welcomed by Pat. No chairman's report
- 2. Nomination/appointment of Deputy Chair:** Bernard Grimshaw and Pat Crane to share this role.
- 3. Minutes of last meeting/Matters Arising:** These were approved as correct and signed by Pat, with an amendment to item 7: It has been suggested to call the next public gathering the next stage in the process and not a relaunch.
- 4. Questionnaire results:** Draft 1 is the report for the data. Draft 2 will follow with the comments. This will be put into dropbox. Bernard to supply a link to John Preston. The report was discussed and each group is to review the comments relevant to their group. Pat thanked John for the information received so far.
- 5. Treasurer's Report:** We have received the locality grant of £4500 and should receive £100 from Midland Housing; however there is £100 to be paid to the prize winners and £60 to pay for the historic workshop course Pat and Judy attended. There is currently £17k in the bank, but YL is still to give their invoice which will leave £12k. The availability of more locality grant runs out on 31 December, but Darren will check if this will be extended.
- 6. Communications Officer's Report:** Bernard asked if we could sign up to the OS maps, which would be a cost to the PC of £77. Pat to check with the Clerk what is happening. HBBC will supply maps but will charge for it. Scott suggested we ask HBBC what they can supply and how much they will cost. John will liaise with Sam Hatfield on our behalf.
- 7. Code of Conduct / Declaration of Interest:** If we are an advisory group, we do not have to comply with statutory requirements, just a simple question at the beginning of each meeting as an agenda item will suffice. Bernard to contact Jake at LRLAC regarding this subject.

8. Focus Groups reports: All three groups' notes were discussed.

9. September public meeting: The necessity of the public meeting was discussed as we do not have full information yet to give out. It was agreed to publicise initial key points in the Graphic and on local notice boards and postpone the public meeting until we have some concrete policies to offer.

10. Website/facebook/twitter updates: The web site updates were discussed. John Preston congratulated us on our web page. Kaye said no change on facebook other than updates put on as required. No update on twitter.

11. AOB

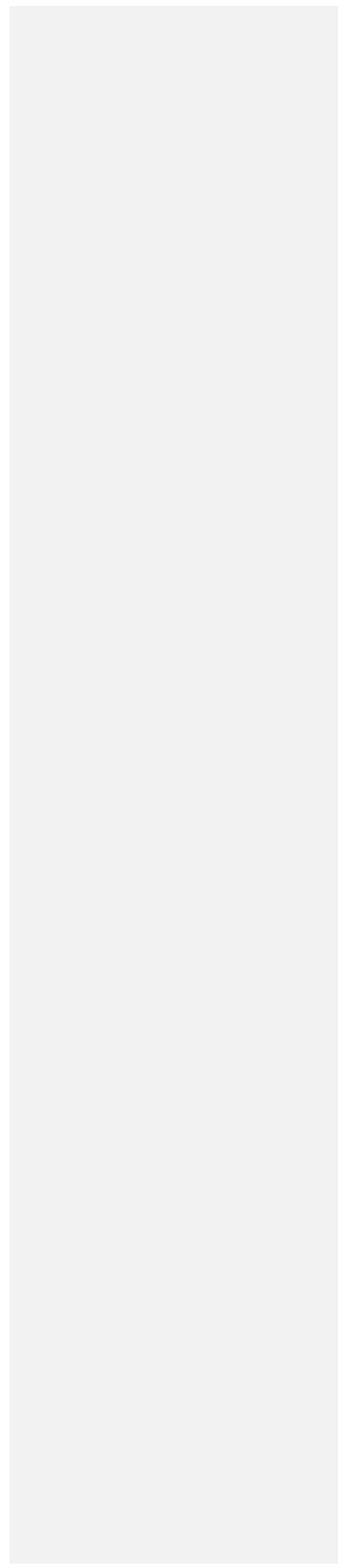
- Bernard to assist Linda to do a more in depth item for the next Graphic magazine.
- Kaye said the RCC course she attended was very informative and interesting.
- Pat and Judy said the historic workshop course was very informative but a lot of information given was on Northampton (where the course was held).
- Kaye advised that she had sent an email to names on the list who never attend and some replies had been received but not from all. Scott advised another email simply saying as not heard assume no further contact required.

12. Next meeting: Tuesday 8th August 7pm

Meeting closed 9.04 pm.

I confirm this is a true record of this meeting:

Name..... Date.....



Minutes of Desford Neighbourhood Plan Working Group 08.08.17.

Present: Colin Crane, Pat Crane, David Crocker , Bernard Grimshaw, Jim Houghton, June Morris, Martyn Randle, Judy Sharpe, Darren Tilley

In attendance: Richard Mugglestone (MRH)

Apologies: Paul Angelinetta, Kaye Johnson, Gary Kirk, Linda Mitchell, John Preston, Scott Wakefield

1. Minutes of 10.07.17. were agreed and signed as a true record

2. Matters Arising:

BG asked about the progress with obtaining OS maps. SH said that a small number of maps could probably be supplied by HBBC. It was agreed that access to maps would be useful for the Parish Council for other occasions apart from the NDP. CC said that he would ensure that it was discussed at the Resources Committee the following day, that DPC subscribe to <http://www.getmapping.com>

3. Declarations of Interest: none made

The Chairman agreed to move item 7 to item 4

4. Housing Needs Survey Report:

- RM said that we could look together at ways of meeting the needs shown by the survey. This would involve further consultation if we decide to go ahead
- If any sites are put forward for open market housing, we now have the evidence to support a request eg. that there is a proven need for bungalows
- Of the 17 requests for open market housing, 8 were for bungalows
- A Local Lettings Plan can be imposed on HBBC or Housing Association houses
- Affordable Housing can be a mix of sizes and tenures
- The results identified a need for 14 affordable homes, but cross referencing with HBBC revealed that there were another 46 on their register with a local connection
- We could ask HBBC to reaffirm what they identify as a “local connection” and to check whether all the names on their list are still valid
- Shared ownership is often not understood
- Rural Exception Sites are outside the settlement boundary, but abutting it. (Land is cheaper to buy outside the boundary. At one time, farmers hung onto land, to get a higher payment for open market developments, but this less common now that most local authorities have their 5 year land supply in place). We would need to look at possible sites in conjunction with HBBC planning department. An RES can now include some open market houses,

but the profit from these has to be used to subsidise the affordable houses (which would be managed by a Housing Association). They are usually small sites of 6 -10 houses. Finding a site is the hardest part. The 106 agreement would specify what is a "local" person. BG asked if there any set criteria for a RES, such as proximity to bus stop, facilities etc. but there are none.

- The affordable houses on the Bellway estate can be let to people without a Desford connection. They are allocated on a points system. A Local Lettings Plan cannot be applied retrospectively
- The Heart of England Housing Association are managing these. RM will ask whether it is the same HA for phase 2 of the development and what criteria they are using
- Kirby Grange has many bungalows but they are open market or privately rented and are not affordable
- The Report will be filed at HBBC and used to help determine future planning applications
- RM is happy to attend any engagement events that we hold and can invite management from Housing Associations as well as developers
- He is willing to attend the Housing Focus Group if needed
- Work towards a RES can be progressed in parallel with our NDP work. We do not have to wait until the NDP is finished/adopted
- LM is to be asked to write an article for the Graphic. This should include a link to Desford Vision website where people can read the report for themselves.
(Please let RM see it before publication and send to JH to put on the website)

5. Questionnaire Report: JP had been unable to complete the report in time for the meeting. It should be ready by Friday and will be put in dropbox. BG will e mail to those not familiar with dropbox

6. Treasurer's Report:

- There had been no change since the last meeting
- BG asked if there was any news of the Locality grant being extended beyond December, but there has been no announcement. Our grant runs out in October. We will have to rebid for any unspent grant money
- We have not received an invoice from YL yet. GK has been asked to provide a template for Desford tasks (as against the generic template)

7. Communications Officer's Report:

- Terms of Reference & Governance for DPCNPWG: it was agreed to amend 4f to read: *A quorum of members for the transaction of business is 4 including at least one DPC member*
- DPCNPWG Roles & Processes of Focus Groups
- BG will send both these documents to Jake Atkinson (LRALC) for his comments and, following any further amendments, to DPC for their approval

- Thanks to BG for all his work on these

8. Focus Group Reports:

Environment: have been advised by John Martin to do an inventory of every field in the parish. They met to number the fields on a map and found there are approx 288. Newbold Verdon have already completed the process and found it a worthwhile exercise. The group will do a first walk with JM on 19th August. BG will also attend if he can. This task will take some time

Housing: were awaiting the HNS Report and Questionnaire Report; also analysis of the census from Derek Doran. Next meeting 7th September

Community Facilities, Employment & Transport: have been given a long list of tasks by Mike Preston

- A report on the current facilities. MP provided a model template which they are populating by passing round the group in turn, with a view to having it completed by their next meeting on 22nd August
- The next step will be to see if there is a community action which can be put against any of the items eg. to do something about traffic
- The actions identified will be used to write the policies
- A next meeting will be arranged with MP when they are ready
- Barlestone have done a Community Speedwatch and Newbold Verdon will shortly do one. DPC had decided not to do one. The Three Villages Group are investigating whether LCC will lend the equipment to do a joint survey along the B582
- DPC are looking into the cost of doing a traffic survey as they were dissatisfied with the survey done in conjunction with the Neovia planning application. We need to establish the class, volume and speed of vehicles

9. **Website:** the latest press release is on the front page. Usage is low. We need to find interesting articles to publish. Could each Focus Group do a brief report? The HNS report will be put on. Newbold Verdon have attracted interest in their site by publishing old photographs

10. AOB:

- It is time we produced a Vision Statement. This needs to be short and snappy and must be in accord with HBBC Local Plan. Members were asked to bring ideas to the next meeting
- We have not received a bill from YL. We can keep a log of the Focus Group meetings attended, but the consultants are also doing work in the background
- the Focus Groups should have a common policy of doing as much work as they can on their own and only involve the consultant when they have reached the final draft or need help with the next step

Date of next meeting; Tuesday 26th September at 7pm

DNP Working Group minutes 26 September 2017

In Attendance: Bernard Grimshaw, Darren Tilley, Gary Kirk (YL), Jim Houghton, Judy Sharpe, June Morris, Kay Smith, Kaye Johnson, Linda Mitchell, Martyn Randle, Pat Crane, Lisa Botterill

Apologies: Colin Crane, Paul Angelinetta, David Crocker, Scott Wakefield.

1. Welcome:

Martyn discussed his chairman's report which had been previously circulated to all.

2. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly.

There were no matters arising.

3. Declaration of interest: None.

4. Treasurer's Report and Invoice Procedure:

There is no change in the finance situation since the last meeting. There is an invoice in from Your Locale for £2700, leaving £1800 of the grant monies. After discussing the work required to use the remaining grant before 31 October the Group agreed to recommend to DPC

a That YL will submit an invoice in Mid October for further Focus Group meetings and research, with an updated template asap to support an application for grant to 31 March 2018 as per the latest extension of Locality funding

b that a housing site assessment should be carried out between October and March subject to grant being approved from the special Locality fund

c that future invoices will be submitted to the Treasurer with enough detail to tie it to the quote and he will arrange with the Clerk for DPC to pay it..

5. Communication Officer's report:

Bernard discussed his report with the group which had been circulated to all beforehand.

Comments:

- To ask DPC to formally adopt our status as an Advisory Committee, as suggested by Jake at the LRALC)
- An advisory group does not need its own Treasurer, however it can have a Financial Liaison Officer to assist the RFO in preparing reports, attending meetings etc.
- There is an LCC networking event at County Hall on 28th November if anyone wants to attend, usually Bernard and Pat go, but others are most welcome.
- Thanks was given to Pat for the map she kindly supplied giving a definitive border for the parish which showed that part of Botcheston is

actually within the National Forest. It was suggested that perhaps we could try to arrange with landowners to use the grant possibilities to plant some trees within this designated area..

- Bernard to approach the Kirby Muxloe PC clerk re any consultations for their aspirations etc, so as to link in the 'Desford Enclave'. YL will liaise with HBBC at Local Plan level and ascertain more details of the strategic application expected for Blaby and part in HBBC and what the exact rules will be for housing allocations.
- HBBC suggested that the current plan should be prepared on the basis of allocations for all uses, especially housing, up to 2026, with provision to review when the LPA has taken decisions on future borough-wide policies e.g. will there be new towns/villages? Will urban extensions take the majority? Will rural areas have to contribute more? These are being reviewed and consulted upon now, and decisions will take time.

6 YourLocale:

Gary commented that the open spaces within Desford can be protected, we need to identify any sites being proposed and rank them in order for suitability to the village, giving us actual sites and reserved sites within the village for development. Additional funding is available through locality should we wish to pursue this.

GK said that the progression of the plan is not as advanced as he had hoped for; this is NOT a criticism, merely a comment. He is aware that Mike has not met with the Transport & Facilities group since the initial meeting, but Kay advised that was because of the amount of work left to them to do before asking him to attend again. Kay to email Mike with the current stages and ask him to join them in a meeting next week. GK said thinks that the 31 October is an unrealistic date to it all to come together and suggested we put the target date back by one month, this was agreed and hope that by our next full meeting the reality of the situation will be known.

7 YL Comments and feedback:

Everyone agreed enjoying the work, but it is a mammoth task and could take longer than initially thought.

DD has the housing group pulling thoughts together, however one gap for info on infill housing. YL have a housing assessment which could give the info required.

8 Focus Group meetings:

Environment:

A map was produced for all to see with every field on within the parish. Each field has been numbered and put into a chart, then scored for various distinctions, ie beauty, views, interesting items etc...

It is important that we know who owns the field/open space and identify 6 – 8 areas that could be developed if necessary. GK said it is good to have a narrative for each field for the examiner to see and suggested listing the open spaces separate perhaps with photos.

Housing:

As info in now, should be able to start drafting the vision/objectives. GK said YL can help and supply standard templates for us to infill. We should then draw from the vision key objectives to lead into the policy sections / plan.

Transport:

MP had given a sample document and the group has been focussing on obtaining info on amenities in the village. GK advised the key item must be the facility rather than the actual activities within. With doing this there had been little time to look at Transport etc. The latest report is to be sent to MP for his comments.

It was suggested that a traffic survey is required and asked if the cost could be obtained as a grant, but DT suggested that because of the time involved in obtaining quotes etc (which we don't have), use the questionnaire section for the info required.

We do need highways support for any reviews and suggestion was made to consider looking for evidence of what is happening in the village, ie take photos of damage to kerbs by hgvs etc. MP is to be asked if he is free to attend their next meeting.

9 Website/Facebook/Twitter updates.

We are not getting many hits on the website,, which GK said should increase as the plan becomes established. Twitter is no interest and Facebook has only 17 views since inception. "Spotted Desford" to be approached to ask if they will notify our meetings and info. PC to be asked to share our fb page and web page info on their site.

10 Dropbox

There is a lot of info here, but Bernard will try and find the time to re-index the list so people can more easily find the relevant items to their groups.

11 Character Assessment

This would be advantageous but is a "mammoth task". The Group suggest that DPC should do character assessments on potential future development sites at this stage, and include a commitment to a full assessment at the first review of the plan.

12 AOB

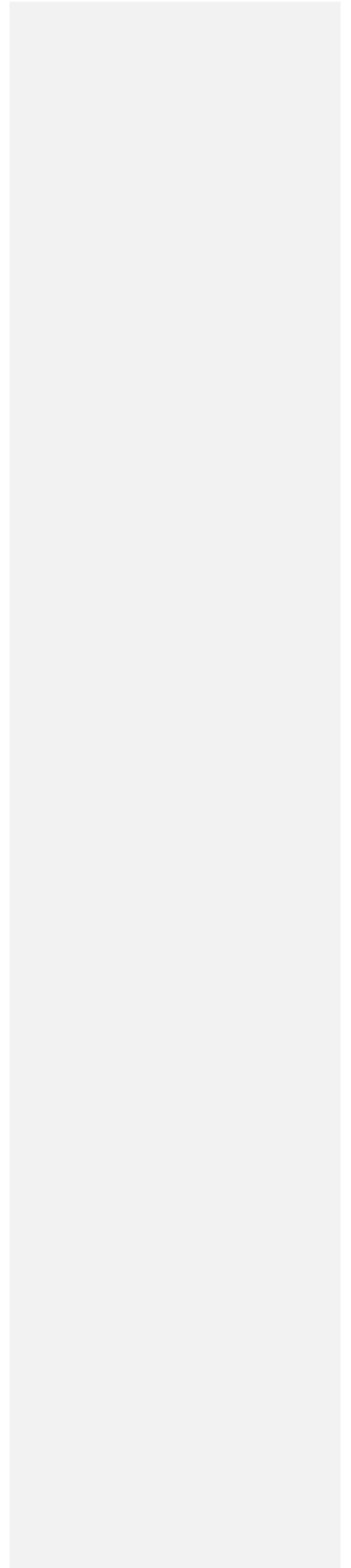
- to ask DPC to include June Morris, Lisa Botterill and Rupert Pullin as members of this group; proposed by BG and seconded PC. All in agreement.
- The youth questionnaire needs to be re visited and Kay Smith agreed to assist Bernard Grimshaw with this.
- Treasurer and GK to prepare details for the next locality grant application for the DPC October meeting.

13 **Next meeting:** Tuesday 7th November 7pm Desford Library

I confirm a true copy of the
meeting.....

Name.....

Date.....



NDP Working Group minutes 7th November 2017
7.00pm Desford Library

In Attendance: Bernard Grimshaw, Darren Tilley, Gary Kirk (YL), Jim Houghton, Judy Sharpe, June Morris, Kay Smith, Kaye Johnson, Martyn Randle, Pat Crane, Colin Crane, David Crocker, Scott Wakefield

Apologies: Paul Angelinetta, Lisa Botterill, Linda Mitchell

6. Minutes of last meeting / Matters arising:

The minutes were approved as a true record and signed accordingly. BG asked what is happening re the constitution of the Working Group. It was agreed that CC would discuss further with Jake and then raise the question at full P.C. CC to report back at next meeting

7. Declarations of Interest: none

8. Finance Liaison Officer's Report / Grant application:

DT advised that BG has updated our milestone checklist to accompany the next Locality Grant application. The application form is completed and ready for the PC to check, approve and submit. Copy sent via email before the meeting for all to peruse. There is an additional grant of up to £6k for items including site assessments. The housing group agreed this is needed.

Within the timeline GK agreed that YL aim to get the draft plan to the PC in July 2018. MP and JM have given feedback that they are happy with their respective groups work to date. DD is happy with the housing group but this will take longer to finalise.

9. Desford Vision / Communication Officer's Report:

GK thought it would be useful to discuss the outline of the parish's vision. BG supplied a draft copy for the Group's consideration. Any comments to reach BG by Friday. It was agreed that the draft is a very good starting point and thanks were given to BG. GK suggested we add 1 page of history on the Parish and 1 Page on the Parish today. This is then to be referred to the PC for their comments.

GK advised that it is important that we keep references of all consultations with the neighbourhood for the examiner to see.

It was suggested that we might put info on Spotted Desford – c/f to next agenda.

10. FATE focus group:

Although a slow start, this group is now racing ahead and has over 25 pages of info already. Various items are still being dealt with as per the attached report. The group is collating all info and will then review before removing any unwanted items. GK offered to help if required.

11. Environmental Group:

This group has now completed a physical survey of 288 fields and 30 opens spaces. A small group has met with Paul Grundy (HBBC) and are looking at buildings in the Parish that are thought to be of historical value that aren't already a listed building; especially outside of the Conservation Area. GK suggested

ranking the open spaces against a set of criteria to show if protection is required. Needs to be balanced for and against development.

12. Housing Group:

Not as advanced as other groups, but more complex. The questionnaires gave a strong feeling of no more major developments. The group now have a detailed map and can see small possible development sites.

There are 18 SHELAA allocated sites. The next stage is to call for landowners to put their ideas forward if they wish their sites to be considered. These will then be ranked using a set of criteria. Hence the need to apply for the grant for assessing sites. Locality may question if we can complete by the end of March, but DD has given his commitment to get the work done. We need to establish the ownership of all land within the Parish that may be considered. Approval from the PC is required to apply for the extra grant.

As none of the group are experts DD's experience is very useful.

It has been noted that there are 6 or 7 tumbled down garages within Desford which could possibly be considered for an infill of older person properties

13. Cross referencing /Communication between groups:

Certain topics have links between the groups. These need to be considered before putting the final document together. GK suggested a 20 minute slot on next agenda to discuss the overlaps. Each group needs to highlight what these could be before the next meeting.

14. Web page / Twitter etc:

Two hits a day are being recorded on the Web page. KS said no interest in Twitter and KJ said no interest in Facebook. We need to consider how we can attract more interest.

15. AOB:

- PC reminded all that the Carnival is next June and suggested we hold a stall for the villagers to see what we have been doing and where we are at
- KJ said she wishes to stand down as secretary from next year for personal reasons. JS is to meet with her to see what is involved and whether she might take this on
- DC reminded all that there is a joint meeting with Newbold and Barlestone on Nov14th at Barlestone Pavilion

16. Next meeting:

9th January 2018 7pm (provisionally agreed to be at the Library, however the CIO hope to be managing the Library from January. To be advised if different venue.)

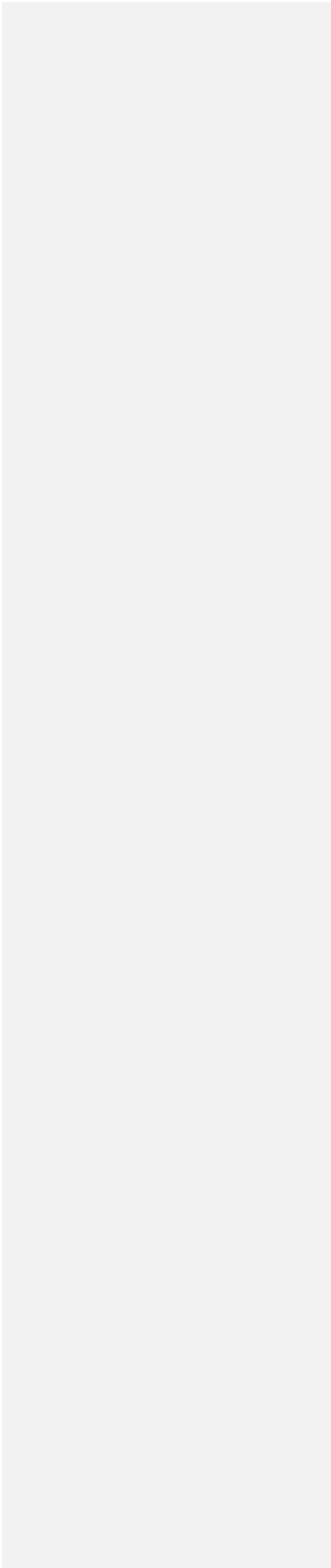
Meeting closed. 8.47pm.

I confirm this is a true record of the meeting:

Signed.....

Name.....

Date.....



DNP Working Group minutes 9th January 2018
7.00pm St. Martin's Church

In Attendance: Bernard Grimshaw, David Crocker, Ewan Lindsay, Gary Kirk (YL), Jim Houghton, Judy Sharpe, Martyn Randle, Pat Crane, Colin Crane, Scott Wakefield

Apologies: Paul Angelinetta, Lisa Botterill, Darren Tilley, June Morris, Kaye Johnson,

17. Welcome: MR thanked everyone for attending and asked for apologies to be listed

18. Minutes of last meeting: were approved as a true record and signed

Matters Arising: What is happening re the constitution of the Working Group? This had been discussed at the last Parish Council meeting but had not been recorded in the minutes. JH proposed that we seek to get confirmation of our status as a Working Group of the Parish Council from them. This was seconded by BG and carried unanimously.

Chairman's Report: LM had resigned from the group and KJ had stepped down from the role of secretary. Thanks were given to both of them for all their hard work. JS had taken over the role of secretary. The last quarter of 2018 had been very busy for all and the plan was due to be completed later this year - the date for the draft is July 2018

3. Declarations of Interest: none

4. Treasurer's Report:

- The financial situation remained unchanged. Locality had queried the quotes in the grant application and GK had sent updated documents. CC will check with the Clerk that the situation has been resolved
- The Housing Assessment grant application has gone in for £6 000. If we get the remaining £4 500 from Locality, there will be no more available from this source
- It was agreed to ask DT to look at what monies might be needed post 31st March to fund future publicity, hire of venues etc
- Awards for All Grant: GK asked if this had been applied for as it can take about 10 weeks. Your Locale would be happy to provide any information needed. The Parish Council will be asked if this grant could be applied for. It was agreed to ask DT to apply for an Awards for All grant and liaise with the Clerk as needed

5. Desford Vision:

BG queried whether the Parish Council had seen his Vision Report. They have seen this, but it was not recorded in the minutes of the meeting. JH will upload the report to the website

6. Communication Officer's Report:

- BG and PC had attended a very useful LCC networking event. HBBC can write to stake holders on our behalf. Sam Hatfield explained that Neighbourhood Plan work is contracted out to the RCC. It was agreed that BG would continue to work with John Preston (RCC) over this
- all completed Neighbourhood Plans should be reviewed on an annual basis by the Parish Council and more often if significant change occurs
- the Strategic Growth Plan document is likely to impact on all Leicestershire boroughs. We have an opportunity to respond to the consultation until 5th April

7. FATE focus group:

- still had quite a lot of work to do but making progress
- JH is taking the lead on facilities, MR on employment and CC on transport
- They had compiled a list of Community Actions and proposed Policies
- the use of the internet at Bosworth Academy may be affecting broadband speed in the village
- MR asked that anyone with contact details for local businesses in the parish lets him know
- GK reminded all groups to word documents carefully as the final document will be coming from the Parish Council. He suggested that DNPWG should continue to be involved after the Plan's approval

8. Environmental Group:

- the group met with JM in December and had another meeting planned for 29th January
- JM is working hard and had submitted a draft chapter. Changes and gaps in this had been discussed
- JH had kindly met with the group to discuss renewable energy and had written a draft section
- PC is working on descriptions for Local Heritage List buildings
- JM & JS are checking open spaces and wildlife scoring
- JM had offered to meet informally with the group before the next planned meeting if desired
- The notes from the last meeting will be written up and circulated to DNPWG with these minutes

9. Housing Group:

- are having regular meetings with DD and have another planned in January
- There are many complex issues
- They have looked at the SHELAA sites and are considering the development of the old buildings (Polebrook House) at Kirby Grange as an elderly person's centre. There was a need for this shown by the responses to the questionnaire
- The next step is to encourage land owner engagement through an open evening, to give people the maximum opportunity to respond. No date has been chosen yet but land owners have been identified
- DD was confident that work would be completed by the end of March
- GK asked if there had been any discussion about design. The decision was to not be too prescriptive. GK agreed a broad design policy was probably the best idea
- if housing development was imposed on the parish, sites to the east of the village should be considered. This is to minimise additional traffic problems near the Primary School and at the top of Peckleton Lane

10. Cross referencing /Communication between groups:

- Certain topics have links between the groups, which need to be considered before putting the final document together
- The housing group's main preferred site has been identified as land to the east of Barns Way. Davidsons are expected to be making a presentation to the Parish Council about their new submission. (This is presumed to be the land that was previously refused planning permission)
- It was suggested that the land where there are currently old garages in St. Martin's Drive could be used for housing for older people. MR asked if this could be ring

fenced for Desford Parish residents as a rural exception site. GK commented there would be a good reason to show a rural exception site in the plan (but these are usually on greenfield sites)

- it would be important to maintain access to the Charity Fields through the site proposed for housing off Barns Way. The fields score very highly in the Environment Inventory and also this is listed as one of the best views in the parish
- PC asked whether the FATE group had discussed footpaths: the idea being to create new circular footpath walks in the parish. FATE were happy for the environment group to work on this
- GK suggested that each group work on the policies from their own perspective and he will put them together when they are ready. The 3 group leaders should meet a week before the next meeting to discuss this so that they could report back **on the agenda for next meeting**. As MR gets notes from all the groups, he could check this

11. Web page / Twitter /Spotted Desford:

- There had been 12 hits so far on the website this year. JH agreed to upload the agendas and minutes of the DNPWG to the website in future
- there are now two Facebook pages –Spotted Desford and Spotted Desford- the New Edition, but they are not particularly busy at the moment

12. AOB:

- we need to ask the Parish Council to authorise funding for the hire of St. Martin’s Church for this meeting. CC will speak to the Clerk
- Local Plan Review: PC had forwarded the leaflet to some of the group and will recirculate it to everyone. Parish Council have to respond by 4th March. Members of the group offered to attend drop in sessions: 30th Jan –DC & BG, 2nd Feb- PC & CC, 12th Feb – DC & BG, 26th Feb- CC. Others are also welcome to attend. Anyone attending was asked to make a few notes and report back at the next meeting **(Agenda item)**
- Desford Carnival, Sunday 10th June at SID. It is suggested we hold a stall for residents to see what we have been doing and to engage community interest. MR will return the invitation form
- A joint meeting with Newbold and Barlestone was held on 14th November, attended by BG, DC & PC. The main common theme is traffic on the B582. Newbold Verdon has not had the results back from their Community Speedwatch yet. CC agreed to contact Roger King to discuss transport and footpaths. Minutes from this meeting will be circulated
- Your Locale has revamped their website and everyone to take a look. It has previously published plans and useful links and will be updated on a regular basis
- GK has produced a presentation entitled ‘Planning Policy Pitfalls’ which is 20 minutes long. It was agreed that the presentation would be shown at the start of the next meeting and members of the Parish Council should be invited. PC to invite Parish Council at their next meeting

13. Next meeting: Tuesday 13th February 7pm at the library

Meeting closed 8.49pm

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 13th February 2018
7.00pm Desford Library

In Attendance: Bernard Grimshaw, David Crocker, Ewan Lindsay, Gary Kirk (YL), Jim Houghton, Judy Sharpe, Kay Smith, Martyn Randle, Pat Crane, Colin Crane, Scott Wakefield, Andrew Norton (PC)

Apologies: Paul Angelinetta, Lisa Botterill, Darren Tilley

19. Presentation By Your Locale

Gary gave a presentation on Planning Policy Pitfalls.

Examples of quotes from previous plans, and the examiners responses to these, were discussed. 2 additional members of the Parish Council also attended.

20. Welcome:

Martyn thanked everyone for attending and Gary for the informative presentation. Pat introduced Andrew Norton (Parish Councillor) who then stayed for the DNP meeting. Martyn asked for apologies to be listed

21. Minutes / matters arising:

The minutes were approved as a true record and signed by Martyn accordingly.

Martyn asked about the constitution of the Working Group. Pat confirmed status of the DNPWG as a Working Group of the Parish Council. Martyn then asked about the need for declarations of interest. Colin said a common sense approach was needed about this.

Martyn asked if the fee for the hire of the church for the previous meeting had been paid. Pat confirmed it had.

Martyn asked if the DNPWG is on the agenda for PC meetings. Colin explained that it is on the Planning Committee's agenda and can be discussed under this at PC meetings.

22. Declaration of Interest: none

23. Chairman's Report:

Martyn explained that Kaye had resigned from the group.

Kay had forwarded an invitation to a HBBC consultation event. This was discussed more fully under AOB.

24. Treasurer's Report / grant applications:

Darren had emailed to give his apologies and a financial report.

He confirmed that the second Locality grant will shortly be paid into the Parish Council's account, so this covers the next stages of work by Your Locale. The additional grant for the housing site surveys had not yet been confirmed.

He had passed the invoice for the annual website hosting to the Clerk for payment.

He noted that there had been some miscellaneous payments recently and he would check the DNPWG records against those held by the Clerk prior to the end of the financial year. He hoped to present a summary of income and expenditure at the next meeting.

Awards for All Grant: Pat asked if there had been any progress in this application. It was agreed to ask Darren about this.

7. Desford Vision:

Jim noted that there had been no updates on the website since September 2017.

He had received copies of the agendas and minutes and will try to upload these to the website.

Bernard had heard from HBBC/RCC that the Draft Vision statement had been approved. It was agreed to upload this.

8. Communication Officer's Report:

Bernard had circulated his report.

He discussed the highlighted sections and made some further comments.

1. Vision and Housing Context: Sam Hatfield commented that there were no specific numbers or major allocation before 2026, but it would be good to build in some resilience. 454 per annum was the number for the borough as a whole, but it was likely that HBBC will have to help Leicester City fulfil their quota. Historically Desford has built on average 15 houses per year, but this may need to rise to 17 per year from 2026. (Based on Desford's population being 4,000 out of a borough population of 110,000) This means finding sites for 60-80 houses.
2. Government Consultation on NPPF. There is a major review coming out later this year, but a technical change will be happening soon. Gary confirmed that this should not concern NDP.
3. Consultation Leicester and Leicestershire 2050 Our Vision for Growth. Most growth will take place along A46.
4. Consultation Hinckley & Bosworth Local Plan Review. Bernard and David attended the Housing presentation. Copies of documents are available in the library and on Dropbox. There is a pro forma on the HBBC website www.hinckley-bosworth.gov.uk/localplanreview for submitting views, which needs to be done before 3rd March.
7. Overall Spatial Strategy. The SW to NE of the borough is in line for growth because of the transport links.

Employment: There is already a large land area used for employment in the borough, particularly in the urban areas of Hinckley and Earl Shilton. Desford parish has 2 major employers, ie Caterpillar/ Neovia, so it was suggested that any further site for employment could be welcomed in that area. Colin pointed out that part of the Caterpillar / Neovia site is in Peckleton parish.

David stated that in the years 2026 to 2031 the consultation suggests that about 60 housing units would be needed. However these could be skewed towards older people if there is an evidence base showing need. There is an older demographic in the parish. Gary stated that older people/ smaller family housing would be needed before 2026. The NDP would provide an ideal opportunity to build in a phasing programme. It would be a good idea to refer back to Midland Housing and their questionnaire results.

Kay queried section 7.4 of Bernard's report. Gary explained that housing is a key element but that environmentally valuable sites can be protected by suggesting preferred locations in the NDP.

Bernard was thanked by the group for his hard work in producing the detailed and informative report.

9. FATE Focus Group:

Jim reported that the group had made little progress since December in writing their section.

Traffic: Colin said that there would be a traffic survey discussion at the next Parish Council meeting. The traffic issues were primarily in the centre of the village and at the Dan's Lane junction with the A47, not at the Desford cross roads junction.

Business: Martyn reported that their consultation had had 4 responses, with another one pending, but that there did not appear to be a lot of interest; even though all retail and businesses had been contacted. Scott suggested that these could be contacted again- stating that it would be assumed that they are content with the current situation unless the group hears otherwise. Jim said that the group will work on that assumption.

Gary said that Mike had offered to help and reminded the group funding was available until the end of March.

10. Environmental Group:

Pat reported that the group had met with John on the 29th January. John had submitted an updated version of the draft chapter. Queries in this had been discussed. June and Judy are taking photos of the best views and Pat is going through the Local Heritage list. The group still need to discuss cycle ways with Newbold Verdon Neighbourhood Plan Group.

Gary reported that John was happy things were on track. He suggested that a list of the heritage buildings be compiled for the chapter, as the details of each listing will form part of an appendix and could be completed later. He said that it was too premature to arrange any further consultation/ local meeting or for the draft chapter to be seen by HBBC. Gary said that he hopes all chapters will be done in draft by mid March, so that he can then begin to work on this as a coherent document.

11. Housing Group:

David reported that the housing group are making progress. They have been through the SHLAA sites and done approximately 24, with 7 still to do in the next week. The group need to ensure that they have the HBBC updated list, resulting from consultation sent out in December, and include all sites. They are using the matrix from Your Locale and this will give a shortlist of sites. They will bring this list to the DNPWG meeting for discussion. It is unlikely there will be many apart from infill and sites for older people before 2026. Housing targets for 2026-31 and 2031-2036 could be skewed towards developments for older people.

Gary reminded the group that even if a site scores red on the matrix, it can still be built on. The purpose of the matrix is to rank sites ie have a few favoured sites and others in reserve. He asked about design details. David said that the decision was to not be too prescriptive.

Pat asked if we contact land owners now or wait until draft is completed. David replied that we wait until after the closing date of March 8th when the strict criteria can be seen. It has to be an open /transparent process.

12. Cross referencing /Communication between groups/ group leaders meeting:

Gary suggested that the 3 group leaders should meet together a week before the next DNPWG meeting. This is to avoid contradictions in the report.

13. Local Plan Drop In Sessions:

Bernard and David had attended the housing session. Pat and June had attended the environment session. There were no major surprises – it appears that we are doing OK. There are some sessions later in February should anyone wish to attend.

14. Web page / Twitter /Spotted Desford:

No further developments.

Jim suggested that links could be put in between websites for local businesses and Desford Vision. He said that SiD will be employing Emma Sylvester for 2 hours a week, for 13 weeks, to promote certain groups by using Twitter. Jim suggested that this could be a possible resource for DNPWG in the future. Bernard pointed out that there is currently no money for this. It was suggested that Darren put this in as part of an Awards for All bid- to employ someone to promote the DNP through the use of social media. Jim agreed to feedback about this and it will be put on the **agenda**.

15. AOB:

Kay reported on an invitation she had received from HBBC to attend a Community Sector Partnership Forum meeting at the Concordia on 26th February from 10am -12noon. This is to gain an understanding of community transport within the borough, particularly in the light of continued budget cuts. She will try to attend and report back. Jim had also received the invitation and intends to attend.

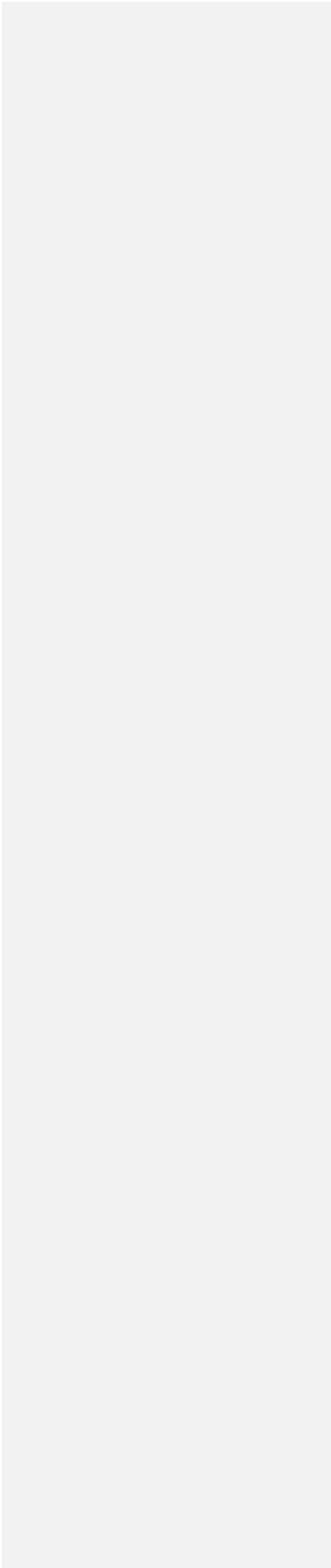
13. Next meeting: Tuesday 13th March 7pm at the library

Meeting closed. 9.19pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 13th March 2018
7.00pm Desford Library

In Attendance: Bernard Grimshaw, David Crocker, Ewan Lindsay, Judy Sharpe, June Morris, Kay Smith, Martyn Randle, Pat Crane, Colin Crane, Scott Wakefield

Apologies: Lisa Botterill, Gary Kirk (YL), Andrew Norton (PC), Darren Tilley

25. Welcome:

Martyn thanked everyone for attending and asked for apologies to be listed

26. Minutes of last meeting / matters arising.

The minutes were discussed and approved as a true record and signed by Martyn accordingly. There were some issues raised.

Martyn asked about the constitution of the working group. Colin confirmed that the Parish Council have no objection to considering the DNPWG as a working group. Bernard offered to circulate some Terms of Reference for the working group the next meeting.

Martyn raised the financial situation of the DNPWG. This was discussed further under the Chairman's and Financial reports later in the meeting.

27. Declaration of Interest

NONE

28. Chairman's Report

Martyn stated that the balance of the Locality grant, £1,500, was due to be claimed by Your Locale on the 23rd March and asked if there was any further money.

Pat replied that the PC had set aside money for the DNP but that this was to be regarded as an emergency fund. The plan had always been to fund the DNP through grant money. There was a need to apply for the Awards for All grant as this takes 12 weeks from submission of the application form. It was asked if the PC money could be used as a 'bridging loan' until the Awards for All grant could be paid but Pat explained that this was not possible as the Awards for All grant funding was for specific listed costs and could not be used retrospectively.

Martyn stated that the application for the technical support grant had not been made.

Applications for the next financial year can be made in April.

Martyn then reported on the three focus groups.

Housing is awaiting funding for the housing site assessment – this is not now able to take place until at least mid-April, they are hampered by this delay. The Environment group's work on their chapter is quite advanced. FATE has made good progress on the business sector but further work was needed on transport and local clubs.

In conclusion the delays in funding and outstanding work have put the time scales back. It is hoped that there will be an advanced version of the DNP draft by the beginning of May.

29. Treasurers report / grant applications

Darren had emailed to give his apologies and a financial report.

He confirmed that the Neighbourhood Planning Grant had been received from Locality and this was the full amount available under this scheme.

The technical support grant will need to be applied for in the next financial year, ie. in April.

His advice for the Awards for All grant was to determine what additional funding will be needed before the application is made.

He stated he would be meeting with the Parish Clerk to finalise the accounts for the DNPWG for this financial year and should be able to report on this in April.

There was discussion about the items raised in the Chairman's and Financial reports. It was asked if any other NP groups would be able to help voluntarily during the gap in funding. Colin mentioned that Market Bosworth had gone through a successful NP with HBBC and that their plan was published. Pat added that Newbold Verdon had also been working with Your Locale and that their NP was ready for pre- submission consultation beginning on the 30th April. There may also be other published reports that we could look at. In light of the current financial situation it was proposed that all groups should continue working on their own, without support from Your Locale, until the Awards for All funding was available. This was agreed.

Bernard proposed that a sub group be formed to include Martyn, Darren, Gary (YL), a member of the PC, the Parish Clerk and other members of the group, as available, to fill in the details needed for the Awards for All application. Colin suggested that some of the PC funding money could be used to cover the YL expenses for this meeting. It was agreed to ask GK what his fee would be.

Action - Martyn agreed to contact Darren and circulate possible meeting dates asap.

6 Desford Vision

Bernard stated that a copy of the Draft Vision statement had been sent for uploading to the website. This also included a section asking for comments.

7 Communication Officer's report

Bernard and Pat had attended a meeting of the 3 villages group. The minutes of this have been circulated to the DNPWG. It was noted from this that Newbold Verdon had been unaware that funding was needed for the Strategic Environment Assessment (SEA). It was suggested that Desford will need to include this in the Awards for All funding bid. Newbold Verdon are hoping that their plan will be ready for referendum in late November. Barlestone are a small group and are not as advanced as Desford.

Following Newbold Verdon's community speed watch, LCC had also done their own traffic survey in 4 locations. These included the B582 at both ends of the village, Dragon Lane and the Heath. The results of this showed that there were approximately 50,000 vehicles using the B582 over a week and that these were within acceptable speed limits.

Bernard had circulated two documents- the National Planning Policy Framework draft text and the NPPF consultation document to the group. He had read both of these and took from them two particular points:

the need to be proactive and that there was a firm statement that if a plan is up to date (within last 5 years) and meets targets there will be a bias against approving large scale housing development . Great regard will be made of NPs. HBBC plan was approved in 2016 and Desford has met its land supply until 2026.

8. FATE focus group

Martyn reported that the business section of their chapter was completed and the latest draft had been circulated by Jim. There was more work to be done on transport and local clubs. Colin commented that not all clubs had replied and although the group could write about them it was thought better if the clubs did these themselves.

Colin commented that Desford PC had agreed to fund a traffic survey and that there was a meeting on the 20.3.18 to discuss this. LCC will not supply data to explain why they wish to use money available from the proposed Neovia development to fund improvements to the Desford

Crossroad junction rather than in the centre of the village and at the Dan's Lane junction with the A47.

Colin also mentioned that the PC are buying 2 mobile flashing speeding signs. These take power from an existing lamp post and several locations for siting them had been identified around the parish. They also contain data loggers which can count the numbers of speeding vehicles- but not identify them.

9. Environmental Group

Pat reported that the group had not met with John but were continuing their work. June and Judy have sent photos of 7 of the best views to John and have 1 more to take. Pat is going through the local heritage list and is still waiting to hear from Paul Grundy. The group still need to discuss footpaths.

10. Housing Group

David reported that the housing group are waiting for the technical funding bid in April before any further progress can be made. They have a meeting with Derek on Tuesday 20th March and will ask how much more time and money will be needed then.

11. Cross referencing /Communication between groups/ group leaders meeting.

No group leaders meeting had taken place. It was agreed that this would be postponed until the draft chapters were almost completed.

12. Local Plan Drop In Sessions

No further drop in sessions had been attended by members of the DNPWG. HBBC had been to Desford on a Thursday morning and commented that quite a lot of people had viewed the display. Consultation had now finished and note will be taken of any comments made. Site consultations will be held next.

13. HBBC Community Sector Partnership Feedback

Kay reported that she had been unable to attend this but will email to ask if there are any minutes of the meeting. It was agreed to ask Jim about this at the next meeting.

14. Web page / Twitter /Spotted Desford

The report on the use of Twitter by SID is to be carried over to the next meeting. It was suggested that consideration should be given to the possibility of employing someone to promote the DNP, through social media, as a part of an Awards for All bid. Newbold Verdon has had a lot of hits on their social media sites; Desford a lot less.

15. AOB

Martyn raised the issue of the day of the week that the DNPWG meet. He stated that Andrew Norton would be interested in joining the group but has regular commitments on a Tuesday. A different day may also enable Darren and others to attend. After discussion it was agreed that the next meeting of the DNPWG would be on a Thursday.

Pat stated an invitation had been received to attend a stakeholder meeting from Bagworth & Thornton and Stanton under Bardon NP group. (Desford is invited as we are adjoining parishes.) The meeting is on the 12th April, 5.45pm for 6pm in Stanton under Bardon village hall. Bernard expressed interest in attending this.

16. Next meeting

7pm Thursday 12th April 2018 at the library.

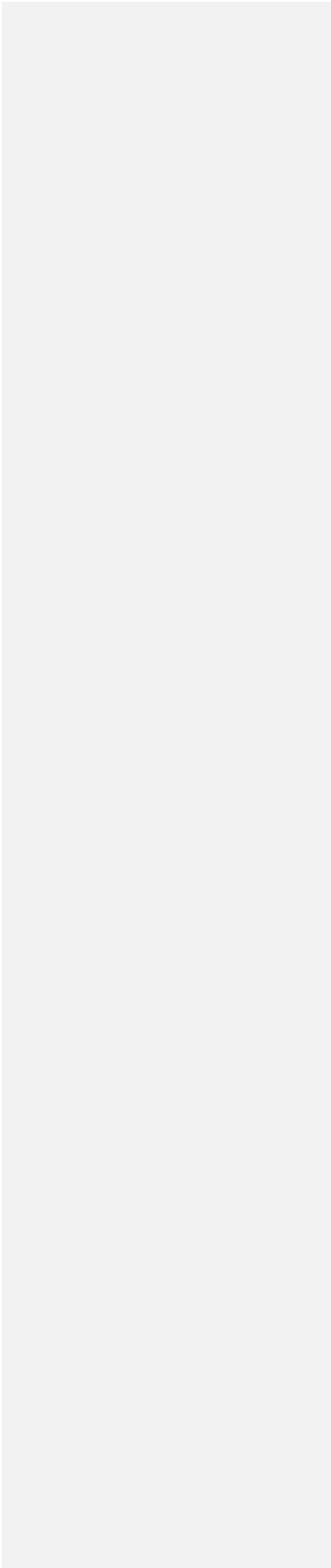
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Meeting closed. 8.05 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 12th April 2018
7.00pm Desford Library

In Attendance: David Crocker, Ewan Lindsay, Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Bernard Grimshaw, Lisa Botterill, June Morris, Colin Crane, Andrew Norton , Darren Tilley, Jim Houghton, Kay Smith

30. Welcome: Martyn thanked everyone for attending and asked for apologies to be listed

31. Minutes of last meeting / matters arising: The minutes were discussed and approved as a true record and signed by Martyn accordingly. There were no matters arising

32. Declaration of Interest: NONE

33. Chairman's Report: Martyn explained that he had been unavailable recently due to family commitments and apologised for this. He reported that Darren was to take a less active role in the group due to work and family circumstances. Congratulations were offered on his wife's pregnancy. Bernard had offered to take over the role of interim treasurer and was thanked for this.

34. Terms of Reference and Governance document: Martyn asked whether everyone had received and read the above document. This was acknowledged. He explained that Bernard had compiled the document and Pat had proof read it. It was noted that if the document was endorsed by the DNPWG it would go the next Parish Council meeting for approval. There was a brief discussion about the contents and a reminder that the agendas and minutes of DNPWG meetings need to be posted on both the Parish Council and Desford Vision websites. It was also mentioned that any expenditure by the group needs to be approved by the Parish Council. It was then proposed that the Terms of Reference and Governance document for Desford Parish Council Neighbourhood Plan Working Group be accepted. Proposer- David Crocker, Seconder – Scott Wakefield. This was carried unanimously. A copy of the document will be sent to the Parish Clerk and is an agenda item for the next Parish Council meeting. It was noted that the DNPWG had a Terms of Reference document when it was originally set up but this formalises what we are now doing.

35. Treasurers Report / grant applications: Martyn stated that the Awards for All grant application had been sent in early April. Locality funding: Applications for this had opened again on 3rd April. Bernard had emailed to ask the group to clarify who would be filling in the application form. Pat said that Gary had completed the first draft and sent it to Darren for comments. Darren had offered to complete this and it was agreed to ask him if he would do this as soon as possible. Action –Pat to email Darren and ask him to complete and send the application and also to let the DNPWG know when this had been done. David asked about the timescale once the application had been submitted. Pat replied that she thought it would take 2 to 3 weeks.

36. Communication Officer's Report: This was postponed to the next meeting.

37. FATE focus group: Martyn reported that Jim had received an email regarding consideration of the opening of The National Forest Railway Line (Ivanhoe Line) to passenger traffic. Mike (YL) had suggested that this could be included in an appendix at the end of the NP document.

There was also a possibility of the group adding 5 extra appendices. The plan document including future rail transport for the region can be found at <http://www.lstrategicgrowthplan.org.uk/>. Consultation deadline has been extended until 10th May. Martyn stated that the group still needed more information on a number of village organisations. Also that there needed to be a general review of the traffic and transport section to ensure that nothing had been missed eg cycle paths. David asked if the group had completed their work with Mike (YL) and Martyn said that they were nearly there.

9. Environmental Group: Pat reported that the group had not met since the last meeting. Pat is still waiting to hear from Paul Grundy (HBBC). June has been to a meeting of the 3 Villages Walking Group which had discussed footpaths. A short report had been written and forwarded to John. The group still need to discuss cycle paths.

10. Housing Group: David reported that the housing group have been waiting for funding since February and are now planning a meeting on 26th April. Derek (YL) thinks this will be the penultimate focus group meeting with Your Locale. When all assessments are completed they will be sent to HBBC who will then forward the individual assessment to each of the stakeholders. There will then be a time limit for them to respond. Replies to responses will be handled by Your Locale. The same set methodology applies to each assessment. This will help to determine DNP preferred sites, although the quota has been met until 2026. Pat asked if the DNPWG could see the assessments and it was agreed that a summary of these would be sent to the group when completed. Judy asked when the environment group would be able to comment on the sites. This input will take place when the favoured sites are chosen. Pat asked if the owners of the garages in St. Martin's Drive had been identified. David replied that this was with HBBC at the moment. Ewan asked how the stakeholders had been identified. David replied that this had started with the landowners showing interest in building in the parish when HBBC invited expressions of interest to be included in their site allocations document. He also commented that no new stakeholders had been identified in the latest review.

11. Cross referencing /Communication between groups/ group leaders meeting: No group leaders meeting had taken place. It was agreed that this would be postponed until the draft chapters were almost completed.

12. Web page / Twitter /Spotted Desford: No recent information.

13.AOB:

David asked about progress of the traffic monitoring. Pat said the VAS was waiting for a reply from the County Council as agreement was needed on the positioning of these. The traffic survey consultant has started work. David then asked if the results could be included in the DNP. Pat stated that Gary (YL) suggested that these could be included provided that it did not hold up the progress of the DNP. Currently there is no indication of the timescale of the survey. It was then asked if it would be possible for the DNPWG to do its own survey eg of HGV. The difficulties about doing this were discussed. Pat reported that the Parish Council would like to put a CCTV camera on the Co-op building at the top of Peckleton Lane to monitor traffic there. The PC is waiting for the Parish Clerk to approach the Co-op. The date for the next meeting was discussed. Due to the relatively few members able to attend the meeting it was decided to set a provisional date. Judy was asked to canvas the active members of the DNPWG to see if a date to suit a greater number of members could be agreed.

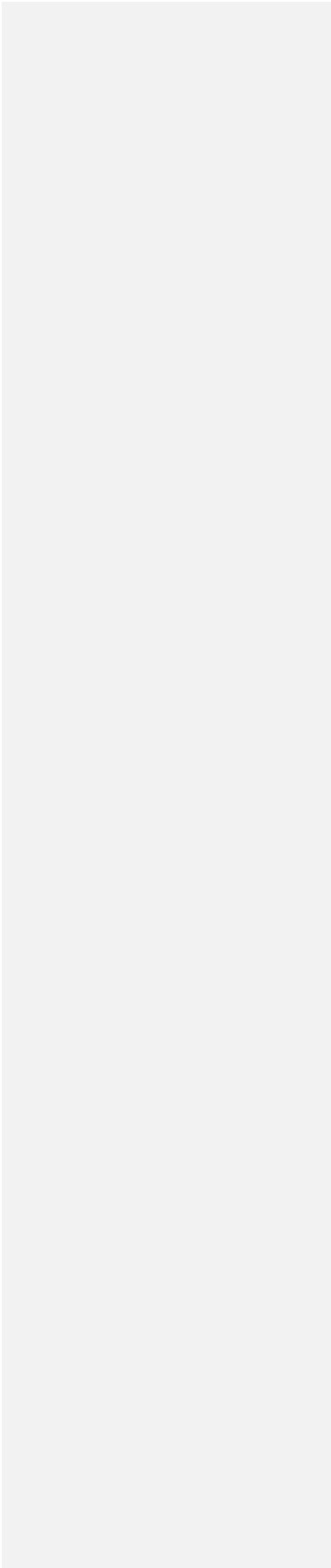
16. Next meeting: Provisional 7pm Thursday 24th May 2018 at the library.

Meeting closed. 8.02 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 17th May 2018
7.00pm Desford Library

In Attendance: Andrew Norton, Bernard Grimshaw, Colin Crane, Ewan Lindsay, Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: David Crocker, Darren Tilley, Gary Kirk, Kay Smith, Lisa Botterill,

38. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed

39. Minutes of last meeting / matters arising: The minutes were discussed and approved as a true record and signed by Martyn accordingly. There were no matters arising.

40. Declaration of Interest: none

41. Chairman's Report:

Martyn explained that although Darren is now taking a less active role in the group he had agreed to reconcile the 2017-18 accounts with the Parish Clerk, and submit the second part of the grant application. He thanked

Bernard for taking over the role of interim treasurer. Bernard thanked Darren for all his work.

Martyn said that an email from Gary had been received. He had apologised for not attending the meeting

and had asked for the chapters to be finalised and the draft chapters to be circulated to him a week before the next meeting.

42. Treasurers Report / grant applications:

Bernard stated that the £6000 Locality grant for the housing survey had been received and that the group was still awaiting the Awards for All funding. Bernard is away for the next week but will check with the Parish Clerk that everything has been done. No further work is possible until the grant is awarded. Colin mentioned that the Parish Clerk must sign the confirmation email for the receipt of the Locality grant. Pat stated that this should have been done today (17th May).

43. Communication Officer's Report:

Bernard reported that he went to the stakeholders meeting for the Stanton under Bardon, Bagworth and Thornton neighbourhood plan. He said that the meeting was very similar to ours and that it had taken them 2 years to sort out a joint body. They were being advised by John Preston and team. The NP contact from Barlestone would be joining them. Pat asked if anyone from the industrial site in Merrylees had attended. Bernard said he was not aware of anyone from Merrylees but there were a lot of community organisations and several farmers there.

44. Pegasus/ Davidsons development

Pat reported that regular emails had been received from the Pegasus group asking if their representatives could meet the Parish Council / DNPWG with regard to Davidsons proposed development. She said replies had been sent to them from the Parish Council stating that they will be informed in due course with everyone else. She mentioned that the Davidsons initial planning application for 100 homes had been turned down. Bernard stated that at present the parish had fulfilled their land supply until 2026 but that Pegasus may still apply to HBBC again. He also commented that YL will be able to advise the WG on our approach in the future. Colin said that Davidsons would have the opportunity to comment later.

45. FATE focus group:

Jim commented that the group had made a little progress and had now received comments from almost all community groups. Time was now needed to tidy the chapter up and the traffic survey had to be added.

Colin commented that the traffic survey results had been received by the clerk on the 16th May. He explained that the survey had taken place on a Tuesday from 7am to 7pm and that cameras had been set up on Lindridge Lane, outside the library, on Parkstone Road and on Hunts Lane near the Bellways development. Colin said that he had been surprised by the number of HGV vehicles on Parkstone Road and Lindridge Lane. Neovia has the same postcode as 1 Peckleton Lane and this causes problems with the HGV sat navs. The Parish Council had asked the Post Office if this could be changed but they had refused. The PC will be asking them again to do this. (Caterpillar has a different postcode). The results of the traffic survey will be circulated to the DNPWG and Jim asked for an abridged version for the FATE chapter. He also asked if there is a model for the font and print size for the chapter. Pat said she thought that Gary was going to coordinate this. Jim said he intended to abridge the main part of the chapter and put further information into appendices. Colin offered to help Jim with this.

9. Environmental Group:

Pat said that there was nothing further to report and no cross referencing has been done as yet. Judy commented that the group needs to check they have received the most recent copy of their chapter from John to check through. Pat agreed to email John and Gary to check this. Bernard mentioned that the Awards for All grant may come through in mid-June in time for the next meeting. He also said that as soon as Gary has given the DNPWG the overall draft, it can then be sent to HBBC and could be ready for formal submission in September / October 2018.

10. Housing Group:

Bernard stated that David had apologised for not attending the meeting and had asked him to comment. The housing group had met on 16th May and had gone through the first draft of the chapter. They hoped that this would be done by 21st June.

Two points had come up. 1- There is no research to show the impact of any future development located to the west of the village on the traffic affecting the primary school or the Peckleton Lane/ High Street junction. 2- There needs to be a balance of views on the Davidsons site versus an eastern village site. This needs to be well supported and consistent.

Bernard stated that no more new sites will be needed in the parish until 2026 unless the HBBC plan review changes this. From then until 2036 80-90 sites per year may be needed. Scott commented that we need to be sure of what we know now, and what we think will be needed, so that there will be no sudden need to act in the future.

11. Cross referencing / Communication between groups/ group leaders meeting:

This had been covered earlier in the meeting. Scott asked if Gary will look at the document overall and raise any potential conflicts. Martyn replied that Gary would proof read, correct and meld it into a cohesive document.

12. Web page / Twitter / Spotted Desford:

Jim reported that the Vision Statement was not up on the DNPWG website yet. Colin asked if it was on the Parish Council website. Pat replied that she did not know but that it had been agreed to put it up. Jim mentioned that there are only about 2 hits a day on the website currently.

13. AOB:

Bernard mentioned that the RCC seem to have been arranging informal pre-submission events for Newbold Verdon, free of charge, even though Newbold Verdon had engaged YL to work with

them. The statutory consultations eg with the water board had been done by YL. Pat stated that she had been to the pre-submission consultation exhibition in Newbold Verdon library and that the NVNPWG had done this themselves. She was unsure what contribution the RCC have made or will make. She mentioned that Newbold Verdon had talked to HBBC planning department as soon as they had received the draft plan. Bernard said he would ask the RCC to do the same for the DNPWG. It was already agreed to ask them for help with SEA. Newbold Verdon had used PlanetX to do this and that there was £500 allowed in the Awards for All bid to fund a company like PlanetX.

Colin raised the impact of the new data protection scheme. He said that it was important not to delete any information until HBBC had endorsed the plan. Pat will reply to the email. Martyn asked about the effect of the act on the DNPWG. Colin explained that the DNPWG will need to follow guidelines issued by the Parish Council.

It was agreed that Gary would be emailed the date of the next meeting asap.

14. Date of next meeting: Thursday 28th June 2018 7pm at the library

Meeting closed. 7.53 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 28th June 2018
7.00pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Ewan Lindsay, Gary Kirk (YL), Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Paul Angelinetta

Apologies: Andrew Norton, Darren Tilley, Scott Wakefield

46. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed

47. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly. Martyn asked if there was any progress in the change of postcode for Neovia. Colin reported that he had met with LCC and they will send a letter of support to the Post Office.

Martyn asked about the traffic survey report. Colin said that this had been received and that it would be circulated to the group. He also added that he had met with LCC Highways and raised several issues with them including HGV traffic along Main Street and Lindridge Lane.

Martyn stated that the Vision Statement was not currently on the PC or DNPWG website.

48. Declaration of Interest: none

49. Chairman's Report: Martyn commented that funding was in place and that things were now back on track for the September deadline.

50. Treasurers Report / grant applications:

Bernard had circulated his report by email to the group. Pat noted that the amount of grant received from Locality was £6,000- not £6,500, as stated in the report. Colin commented that there had been an email confirming the approval of the funding from Awards for All but that the money had not been received yet. **Action-** Bernard to publicise receipt of grant as suggested in email.

Gary reminded the group that VAT is recoverable and Colin confirmed that the full amount of the YL invoice would be paid and the VAT recovered in due course.

Gary commented that SEA was not part of the grant bid as RCC will do this. A sum of money has been put in the bid for the consultation; however the RCC may do this and therefore save us money. YL can work in conjunction with RCC.

Action- Bernard to talk to John at RCC about this.

51. Communication Officer's Report: Bernard had circulated his report by email to the group. The change of address of RCC was noted.

52. Discussion of Initial Draft of Neighbourhood Plan: Discussion of the Initial Draft Plan took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

53. Web page / Twitter / Spotted Desford: Jim confirmed that the Vision Statement was not on the DNPWG website and that there were about 2 people a day viewing the website.

9. AOB: Gary stated that he will be sending another invoice from YL shortly.

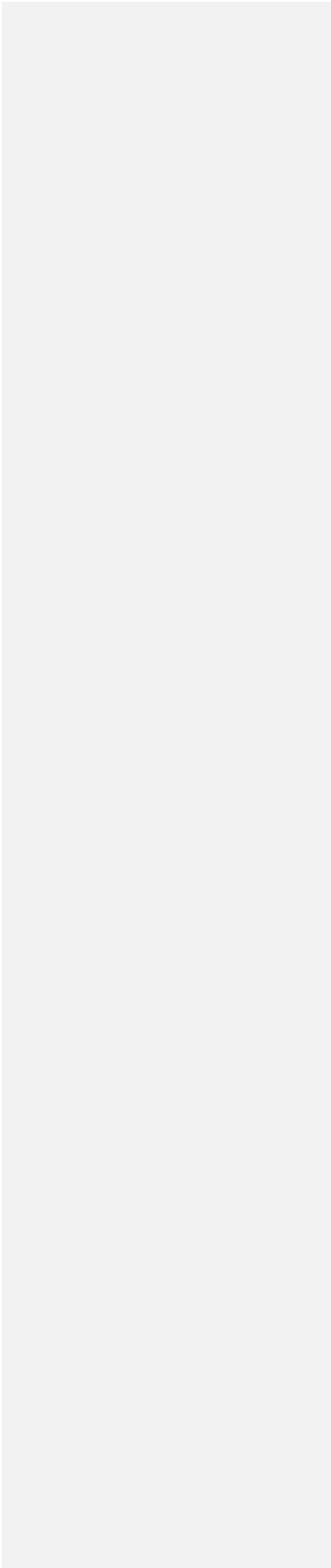
10. Date of next meeting: Tuesday 7th August 2018 7pm at the library

Meeting closed. 8.50 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group Minutes 7th August 2018

In Attendance: Andrew Norton, Bernard Grimshaw, Colin Crane, David Crocker, Gary Kirk (YL), Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Scott Wakefield, Nic Lockley

Apologies: Ewan Lindsay

54. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed

55. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly. Martyn asked if there was any progress in the change of postcode for Neovia. Colin reported that nothing had happened yet but that there was a meeting planned with Neovia on the 20.8.18. Martyn also commented that there seemed to be an increase in HGV at the moment. Colin pointed out that this may not all be Neovia related traffic. Pat reminded the group to take the details of the vehicle concerned and time / location of the incident and to report this.

Martyn asked about the traffic survey report **Action-**Colin to circulate report to the group

Martyn asked whether the Vision Statement was currently on the PC or DNPWG website yet. Jim said that it was not on the DNPWG website. Pat stated that she had not checked the PC website.

56. Declaration of Interest: Bernard declared two matters of interest. His house is listed in the heritage listings. He also lives near Housing Site AS196 (former fish farm).

57. Chairman's Report: There was no Chairman's Report

58. Treasurers Report / grant applications:

Bernard stated that £6,000 had been received from Locality for the Housing Survey. £4,800 had been paid to Your Locale which includes VAT. The VAT can be reclaimed by the PC and does not have to be repaid to Locality. £10,000 had also been received from Awards for All. £3,600 had been paid to Your Locale including £600 VAT. He said that he thought with the money still available from the PC the group should be OK financially.

David suggested that the group should liaise with the PC clerk to ensure that the reclaimed VAT is returned to the DNPWG.

Gary stated that there may be extra financial and time implications due to a Strategic Environmental Assessment (SEA) issue. He explained that once a NP has been finalised a SEA has to be undertaken by the borough council. In most cases a full assessment is not needed. HBBC had originally stated that this was not necessary for Newbold Verdon's Neighbourhood Plan. However Historic England objected and said it was needed. HBBC have now said that this needs to be undertaken by Newbold Verdon NPWG. This will have a financial implication and lead to a time delay of possibly 6 months. Newbold Verdon PC and NPWG are very concerned about this. Gary said that Your Locale had worked on other NPs, where this request by Historic England had been ignored and the NP had been passed. He also explained that funding from Locality can be used for technical support for the SEA. This may have implications for the DNP as there will be fall out from this decision. Gary has a meeting with HBBC on 9.8.18 and will discuss this. Pat commented that Newbold Verdon NP is not the first NP for HBBC. (Market Bosworth NP has already been passed.) Gary said that Your Locale is wondering whether to submit a freedom of information request about this.

59. Communication Officer's Report:

Bernard stated that a Neighbourhood Plan Cluster meeting had taken place and that Pat had attended.

He had sent a document to Jim for uploading to the website. Bernard had written to John Preston about the SEA screening and consultation exercise that the RCC had done with Newbold Verdon.

60. Discussion of Updated Draft of Neighbourhood Plan

Discussion of the Updated Draft Plan took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

61. Report on housing meeting with HBBC

Discussion of the housing group meeting with HBBC took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

62. Publicity / Distribution discussion

David suggested that a report should be put into The Graphic, and other local publications, about what the DNPWG has been doing and what will be happening next. This was agreed.

Action- Scott offered to work with Bernard on this.

Martyn commented that the NP was progressing towards its conclusion and the final part the referendum. Andrew suggested the group should work back from the provisional referendum date to establish opportunities for the DNPWG to engage the parish and encourage them to vote.

Scott asked about the referendum criteria. Gary stated that the referendum has to be held within 2 months of the examination being concluded. HBBC will send out poll cards. In order for the plan to pass over 50% of those who vote need to vote yes. He also commented that the average turnout is 31% and the average yes vote is 90%. He commented that some parishes have had a big banner made to advertise the vote and said that YL were considering doing this.

Gary explained that before the referendum there are still several stages to complete. The Draft Plan has to be approved by the PC and an open event held. There is a 6 week pre-submission consultation where every comment raised has to be responded to. The plan is then amended by the DNPWG, approved by HBBC and then there is another 6 week consultation period.

Andrew asked whether it was possible to have a rough timescale. **Action** Gary offered to work out an Indicative Time Chart.

Nic suggested that a banner could be made encouraging people to look at the DNPWG website and keep an eye on what is happening. It could be put up sporadically for example at the Scarecrow Festival. This was agreed and possible content was discussed. **Action-**

Andrew offered to draw up some suggestions and send it to the group for comments.

Action – Pat offered to get quotes for the cost.

Bernard asked when the Draft NP should be presented to the PC. Gary suggested this should be when the housing sites have been agreed. Colin commented that 5 members of the PC had attended the meeting and that the DNP was an agenda item at the PC Planning meetings.

63. Web page / Twitter /Spotted Desford

Pat commented that the minutes and agendas of the DNPWG have not been published on the website since September 2017. Jim offered to investigate how to do this and speak to Craig if necessary. **Action** – Judy to send Jim copies of minutes and agendas. **Action-** Colin will speak to the Parish Council Clerk and ask him to put them on the PC website.

Jim commented that there had been the usual 1 or 2 daily visitors to the website apart from the 1st and 2nd of August when there were 46 and 30. He had spoken to Craig about this, who thought that it might be a site violation ie someone trying to get in.

64. AOB

Gary commented that he was very busy with meetings in September but he would ask Derek to attend the next meeting as the main focus will be housing.

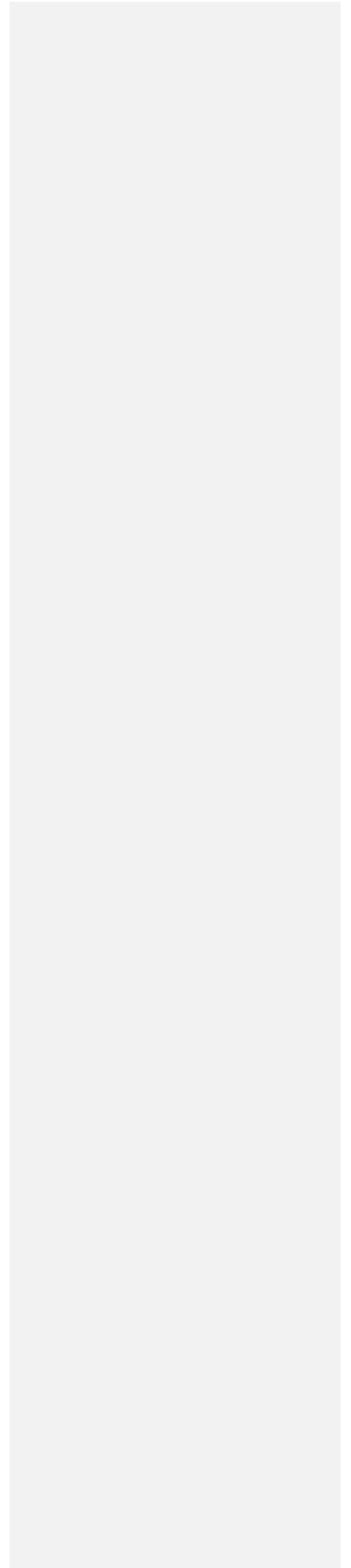
10. Date of next meeting: Tuesday 11th September 2018 7pm at the library

Meeting closed. 8.40 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 11th September 2018
7.00pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Derek Doran (YL), Ewan Lindsay, Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Andrew Norton, Gary Kirk (YL), Jim Houghton, Nic Lockley

65. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

66. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly. Martyn asked if there was any progress in the change of postcode for Neovia. Colin reported that Peter Bedford is chasing this.

Martyn asked about the traffic survey report. **Action**-Colin to circulate report to the group.

Martyn asked whether the Vision Statement was currently on the PC or DNPWG website yet.

Colin said that it did not appear to be on the PC website.

67. Declaration of Interest:

None

68. Chairman's Report:

Martyn stated that HBBC have now provided Gary with the housing requirement figures.

He mentioned that there might be no requirement to have a SEA report.

Martyn said that there were currently 3 development companies wanting to discuss future housing projects and that the group should not be seen to be communicating with third parties until work on the plan was completed. Pat commented that there had only been a response to Richard West (CERDA) as the PC had been directly approached. Richard had been invited to speak to the PC Planning Committee and members of the DNPWG and other PC members had been invited to this meeting. Notes from this meeting had been circulated by Judy.

It was agreed that housing matters would be discussed later in the meeting.

69. Treasurer's Report / grant applications:

Bernard stated that one invoice had been received from Your Locale. This was for putting together of the DNP document and assessment work for the Housing Site Survey. He mentioned that Gary had confirmed there would be no further invoices from Your Locale.

Bernard said that there was a balance of £7,000 left in the account and reminded the group that this money was only available until 31.3.2019. Colin said that there was still some PC funding available if needed.

70. Communication Officer's Report:

Bernard stated that he had supplied the Vision Statement to Jim but it was not yet on the website.

He thanked Scott and Pat for their work on a report for The Graphic and Parish News magazines. Bernard had received a communication from John Preston at the RCC confirming that they will help with the SEA screening and publicity.

A letter from HBBC had been received inviting the DNPWG to send details of the current progress of the NP document. **Action** It was agreed that Bernard and Pat would liaise with the Parish Clerk to respond to this.

71. Presentation by Housing Group:

An update was given by the housing group. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

72. Report on PC Planning Committee meeting with Richard West:

A report of this meeting was given. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

73. Discussion of Updated Draft of Neighbourhood Plan:

Discussion of the Updated Draft Plan took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

74. Consultation event / Publicity / Distribution discussion:

Bernard stated that once the DNP pre-submission draft had been approved by the PC there were various further stages to go through. He queried the date that this was likely to happen. Pat commented that the next two PC meetings were on the 17th October and the 21st November and that technically the draft should go first to the PC Planning Committee, which meets on the first Monday of the month. Scott suggested that there could be a special meeting of the Planning Committee nearer the PC meeting date to discuss the draft NP plan. This would allow further time for the finalising of the draft plan.

It was agreed to target the PC meeting on the 17th October, subject to agreement from Gary.

Action -Derek to speak to Gary about this.

Colin asked where the Consultation Event would take place. It was agreed that events would be held in Botcheston and also in Desford library, possibly over a weekend. The event would need to be manned. Dates and times are to be agreed once the draft plan is passed by the PC. The event would be publicised on the Parish noticeboards, websites and in The Graphic and Parish News if time allowed. Also it would be publicised on Twitter and Facebook with links to the website. It was suggested that Martyn co-ordinates this. Bernard stated that once Gary had confirmed a date he would let John Preston at RCC know.

Colin queried how many paper copies of the draft plan would be needed. It was agreed that a few could be printed, but most could be read on line from the website.

75. Web page / Twitter /Spotted Desford:

Judy said that she had had an email from Jim saying that the DNPWG minutes were now on the website.

She had also noticed a spelling mistake on the website (first h missing in neighbourhood at bottom of page).

She had asked Jim to mention this to Craig.

Action - Ask Jim to upload the Vision statement to website.

Action- Colin to speak to the Parish Council Clerk and ask him to put Vision statement on the PC website.

76. AOB:

David commented that it now looked as though the DNP was back on schedule to meet the timings Gary had suggested.

13. Date of next meeting:

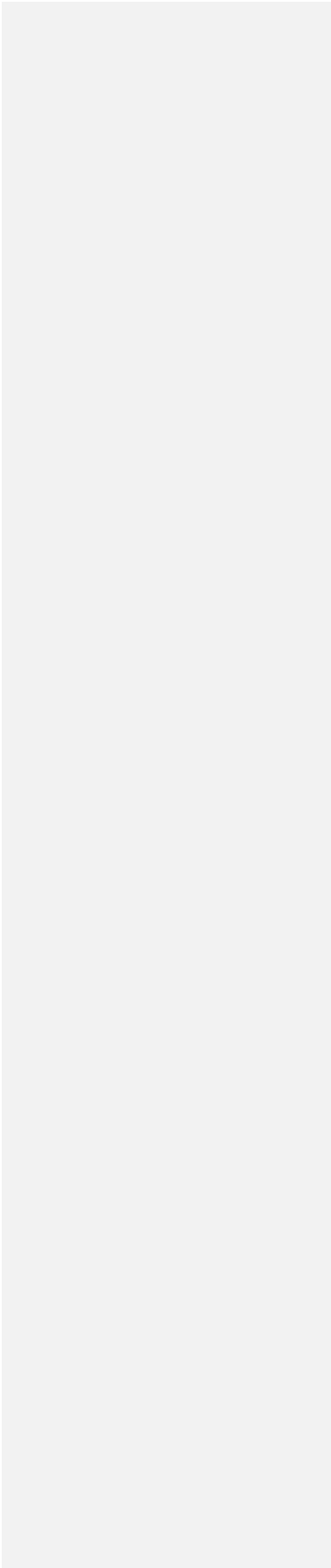
Tuesday 9th October 2018 7pm at the library.

Meeting closed. 8.01 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 9th October 2018
6.00pm Desford Library

In Attendance: Andrew Norton, Colin Crane, David Crocker, Ewan Lindsay, Gary Kirk (YL), Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Bernard Grimshaw, Nic Lockley

77. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

78. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly. Martyn asked if there was any progress in the change of postcode for Neovia. Colin reported that he hoped to find out more at the Neovia meeting next week..

Martyn asked about the traffic survey report. **Action** - Colin to circulate report to the group. Martyn asked whether the Vision Statement was on the PC or DNPWG website yet. Colin said that it did not appear to be on the PC website. Jim said that it was now on the DNP website.

79. Declaration of Interest:

None

80. Chairman's Report:

Martyn stated that the final draft of the timeline had been circulated that afternoon and he hoped that everyone would have an opportunity to read it. Colin said that the PC would need this for their meeting on 17th October.

Martyn said that the developers would need to time to challenge the Pre- Submission draft. David stated that the Housing Group and Derek would be meeting CERDA later in the week.

81. Treasurer's Report:

Bernard had emailed a report. He stated that financially there was no change from the previous meeting. There is an adequate budget to cover the publicity event within the terms of the Awards for All Grant.

Colin stated that approval for funding the printing of leaflets, publicising the public consultation and open events and delivery by The Graphic, would be going to the PC Resources Committee on 10th October. No firm figure for the cost of delivery was available yet as they would have to be delivered separately from the magazine.

82. Communication Officer's Report:

Bernard had emailed a report. Bernard stated that articles about the DNPWG progress had been published in The Graphic and the Parish Magazine. He will prepare another article for The Graphic after tonight's meeting.

Bernard had responded to the HBBC 'scooping exercise' form.

He mentioned that he and Pat were unable to attend the November Neighbourhood Plan Networking Event organised by the LCC. Colin said that he and Ewan had offered to attend this. Bernard reported that there had been one query through the Desford Vision website relating to the CERDA proposal. Colin, David, Derek, Pat and Scott had helped him to prepare a reply which the inquisitor found helpful.

83. Discussion of Updated Draft of Neighbourhood Plan:

Discussion of the Updated Draft Plan took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre- Submission Consultation.

84. Consultation event / Publicity / Distribution discussion and 9. Future Timeline:

Discussion of the Consultation Event, publicity distribution and future Timeline took place. It was agreed that this was sensitive information and was embargoed until the Draft is released for Pre-Submission Consultation.

10. Web page / Twitter /Spotted Desford:

Jim stated that the Vision statement has now been uploaded to the website.

Action – Jim to upload the DNP and comments form to the website after the PC meeting on 5th November.

11. AOB:

Gary stated that the DNPWG could assume that the RCC would be leading on the consultation events. All the collated comments would come through from the RCC to YL, who would then filter these. A DNPWG meeting would need to be held to discuss these. There needs to be a formal response to each comment. All comments are public and all comments, responses and amendments have to be submitted to HBBC. The examiner will see all of these.

David asked where and how people could respond. It was agreed that comments could be posted through the library door or emailed to the Clerk.

Gary said that there could be expected to be 30 to 40 pages of comments. He mentioned that all statutory agencies will respond as well as LCC, HBBC, developers and members of the public. There is £1500 from the Awards for All Grant to help with this. He also mentioned that YL would appreciate some of this for their work next week amending the plan.

Andrew asked if there could be a pre consultation briefing before the open events. It was agreed that there should be a briefing paper for helpers. **Action** – Martyn to prepare briefing paper

Action- Pat to contact RCC about possibility of them helping with this briefing.

Pat noted that the RCC will provide the display materials but are unable to help with the open events on the day due to previous commitments. The group will also need to provide stands and display boards. Judy asked whether there would be the need for more paper copies of the DNP at BVH due to lack of access to computers. Andrew offered to take his own computer to BVH but stated that there is no Wifi in the building. He also commented that Superfast Wifi was not due to be available in Botcheston until 2022.

13. Date of next meeting: Tuesday November 13th 2018 7pm at the library

Meeting closed. 7.05 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 13th November 2018
1.00pm Desford Library

In Attendance: Andrew Norton, Bernard Grimshaw, Colin Crane, David Crocker, Jim Houghton, John Preston RCC, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Rupert Pullin, Scott Wakefield, Mick Gregg

Apologies: Ewan Lindsay

85. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed

86. Declaration of Interest: Bernard declared one matter of interest. His house is listed on the Heritage List

87. Briefing by RCC:

Martyn asked if everyone had received and read the briefing paper. Copies were distributed. John Preston from the RCC spoke about the public Open Consultation Events and made a number of points:

- It is important to answer queries and to explain the process- but personal opinions should not be expressed by DNPWG members
- Emphasise that if comments are made they need to be written on the correct form, either paper or online and sent to the Parish Clerk.
- Closing date 21st December 2018
- All comments need a name and address. Anonymous comments cannot be considered
- Paper comment forms will be available at the open events and in Desford Library until 21.12.18
- Forms can be filled in on the day or taken away and returned to the library or posted to the clerk
- After 21st December all comments will be collated by the RCC and then passed to Your Locale
- All comments will be listed and addressed. (Some may be acknowledged before this date at the discretion of the clerk)

John answered a number of questions:

- It is expected that there could be between 35 and 60 respondents
- The public do not need to be invited to a meeting to discuss the comments. The DNP document will be publically available after the comments are added and it is taken to a full PC meeting. The recommendations will be reasoned outcomes.
- YL will do most of the initial work on the comments. They will then bring these to a DNPWG meeting for the group to discuss
- The comments and the responses will be included in the consultation document

88. Open Consultation Events:

Colin stated that paper copies of the document would be available for reference at the open events and in Desford Library. He commented that some people were already looking at these.

Jim stated that the Draft Neighbourhood Plan is now on the Desford Vision website. This is now getting 50 -60 hits a day as opposed to the average of 2 a day previously.

John Preston RCC stated he is in the process of preparing the posters for the consultation event. These will be A3 in size and laminated. An online example was shown. They will

include the policy statements and reasons for these. The posters should be ready for the end of day on Thursday.

Action: Colin to liaise with John about collection of these.

The RCC will provide some maps but it was suggested that DNPWG also provide maps for the public to consult. DNPWG are providing the boards so time needs to be allowed to set the display up. Colin to take the boards, poster, maps and briefing papers to Botcheston Village Hall for 9am on 17th November.

Colin asked whether the posters would explain the difference between a policy statement and a community aspiration. John agreed to include this.

Andrew suggested that the public attending the event could be given a copy of the briefing paper. It was agreed that this would be a good idea. A new heading would be needed and the date changed. June suggested that the last paragraph of the briefing paper be amended to emphasise that over 50% of those voting in the referendum need to be in favour and explain the consequences if this does not happen.

Action: Pat to amend briefing paper.

Open events

- Botcheston Village Hall Saturday 17th November 10am to 3pm -Andrew , Bernard, Pat and Colin
- Desford Library Saturday November 24th 10am to 3pm – Martyn, Colin, Judy, David, Rupert
Other members of the DNPWG are welcome to help at these events if available
The display in Desford library will remain up until the closing date of the 21st December 2018

89. Publicity / distribution discussion:

Flyers had been delivered to all properties except those in Kirby Muxloe. These will be done asap. Spare flyers to be given to Colin or Pat or left in the library.

John Preston has contacted all stakeholders on behalf of the RCC.

The banner advertising the consultation will be collected on the 14.11.18

Rupert commented that there were problems accessing the Desford Vision Facebook account. It may be easiest to shut down the old account and open a new one. He had put links to the Desford Vision website on Spotted Desford and the Open Gardens facebook pages.

90. Report from PC meeting 5.11.18: Colin reported that the Draft Neighbourhood Plan document was endorsed unanimously by the members of the PC who were present.

91. Minutes of last meeting / matters arising:

The minutes were discussed and approved as a true record and signed by Martyn accordingly.

Martyn asked if there was any progress in the change of postcode for Neovia. Colin reported that Neovia and the PC have both written to the Royal Mail, but there is no progress as yet.

Martyn asked about the traffic survey report. **Action:** Colin to circulate report to the group. Jim commented that all HGV working at the construction site at SiD were sent clear instructions to enter the site from Dan's Lane. Any vehicles seen to be travelling through the village were reported to the companies concerned.

Martyn asked about the Housing Group meetings with potential developers. David stated that four meetings had taken place and that Derek and members of the housing group had attended these. Colin said that he had also attended these as a member of the PC and emphasised that all sites had been treated the same.

92. Treasurer's Report:

Bernard stated that financially there was no change from the previous meeting. There is an adequate budget to cover the publicity event within the terms of the Awards for All Grant. Gary has put this in writing to the PC.

Bernard has not had not had any further financial requests from Gary on behalf of Your Locale. When these are completed he will fill in the end of grant form for Locality as this is time limited funding.

93. Communication Officer's Report:

Bernard stated that articles about the progress of the DNPWG had been published in The Graphic and the Parish Magazine. He will prepare another article before The Graphic's publishing deadline at the end of November. It was agreed that this would include a brief contents of the plan and the consultation events. **Action -Andrew** agreed to take photos of the event at Botcheston. **Action: Pat and Scott** agreed to help with the wording of the article.

It was agreed to send a brief article to Tom Pegden, business editor at the Leicester Mercury about the DNP.

Bernard had responded to the HBBC 'scooping exercise' form. He had sent Fran Belcher a copy of the timeline as the final part of this.

He mentioned that he and Pat were unable to attend the November Neighbourhood Plan Networking Event on 20th November 2018 organised by the LCC. **Action: Colin** said that he had offered to attend this.

Bernard stated that a youth questionnaire had not been done. It was agreed that it was now too late to do this. Colin suggested that KS3 at Bosworth Academy could have the details of the plan explained to them after it is finalised.

94. Discussion of Pre- Submission Draft of Neighbourhood Plan:

Martyn reported that a comments form had already been received from a parishioner saying that their property had been wrongly described in the local listing in the DNP. Colin stated that it was up to the PC clerk to decide whether to acknowledge this, or not, and that the comments will be dealt with at the end of the consultation period.

John said that comments are not normally acknowledged.

Bernard stated that the DNPWG should give themselves a gentle pat on the back for getting this far.

Colin said that the DNPWG, as a group of lay people, should be proud to have produced the document.

95. AOB:

Andrew asked about how feedback could be given from the open event in Botcheston Village Hall to that in Desford Library. Colin said that he intended to attend both open events so he could do this.

It was suggested that a count be made of the numbers of people attending the events.

There was a discussion about the date of the next meeting. John stated that Gary and Your Locale should receive the report containing the comments before the end of January. Your Locale will then need to answer these and discuss them at a meeting of the DNPWG. It was agreed that at the moment there was no need for another meeting until the start of February. John reminded the group that there was still HBBC's own consultation period and the SEA to take place.

Martyn thanked everyone, and particularly John Preston, for attending.

12. Date of next meeting:

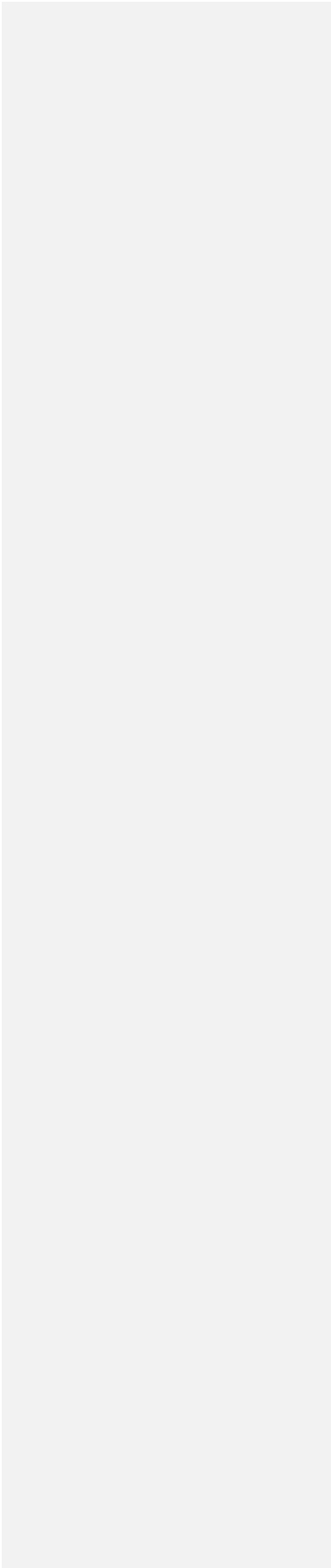
Tuesday February 5th 2019 7pm at the library.

Meeting closed. 8.25 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 5th February 2019
7.00pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Ewan Lindsay, Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Andrew Norton, Gary Kirk, Michael Gregg, Nic Lockley, Rupert Pullin

1. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

2. Minutes of last meeting / matters arising:

The minutes were discussed, approved as a true record and signed by Martyn

3. Declaration of Interest:

There were no declarations of interest

4. Chairman's Report

Please see attached copy of Martyn's report.

This was discussed and the following points were raised.

Colin said that he and Pat had attended a meeting with Neovia.

Bernard explained that HBBC have not yet decided on their New Growth Strategy. There are four possible options:

- a) New town
- b) Major expansion to Hinckley
- c) Expansion of Key Rural Centres (if sustainable)
- d) A mixture of above

It was commented that HEDNA has now been superseded and it is important to take account of the HBBC Local Plan as it develops. It was important that the DNP should comply with regulations. It was noted that from the residents' comments received that they would prefer steady organic growth within the parish.

5. Treasurer's Report:

Bernard stated that financially there was no change from the previous month. There have been no further invoices from Your Locale. He asked whether he should email Gary and ask whether Your Locale had any further financial requirements. This was agreed. **Action:** Bernard to email Gary. Colin confirmed that the Parish Council still had a buffer fund for the DNP if needed.

Bernard stated he understood the PC had received further funding for the extra Housing Site Assessments. Colin confirmed this was so. **Action:** Colin to ask PC clerk to email this to Bernard

6. Communication Officer's Report:

Bernard stated that he had spoken to Guillaume Ray about the SEA. This application has now been approved and passed onto AECOM. AECOM should respond within 10 days and the whole SEA process could take up to 3 months.

He said that Rachel Dexter from HBBC had heard from Historic England and the organisation responsible for SSSIs; both of whom state that the DNP will need a SEA due to the scale of the development. Rachel believes that Historic England has sent a standard reply to the consultation as the DNP has already answered many of the questions that they posed.

Bernard informed the DNPWG that HBBC are updating the timescales for NPs, which are currently being developed, within the borough. He has adjusted the timescale for the DNP by 3 months, to allow time for the SEA to take place. This can be amended further if needed.

Bernard stated that the law had changed for NPs. **Action:** It was agreed that Bernard would send this information to Judy in a précis form for her to circulate to the group.

Bernard asked whether any further documentation should be added to the drop box or published on the website. It was agreed that this should be discussed with Gary at the next meeting.

7. Overview from Your Locale , Update on Regulation 14 Comments and Responses

Martyn stated that an email had been received from Gary to say that he hoped to complete his responses on either the 6th or 7th February. These would then be distributed to the group. **Action:** Everyone to look at the comments and responses before the meeting on 12.2.2019.

8. Local Plan Review. New Directions for Growth Consultation

Pat reported that this was discussed at the PC planning committee meeting the previous evening. PCs, NPWG sand individuals can all respond to this consultation. Pat read out the questions and a discussion took place. It was agreed that the DNPWG's favoured site for any future development in the borough, outside the urban area, was to the NW close to the M42. It was commented that there should be a range of employment opportunities, not just warehousing eg an Enterprise Park. **Action:** It was agreed that Pat would send a joint PC/ DNPWG response to the consultation.

9. Update on HBBC SHLAA

Bernard reported that grant aid was available to assess any new sites.

Colin stated that the only new development site revealed in the comments was a field owned by Jelson between The Paddocks development and the allotments. Bernard asked if this site linked up with Davidsons proposed site. Maps were studied and it appears that they do not.

10. SEA

This was discussed earlier in the meeting.

11. Overview of plan timetable

This was discussed earlier in the meeting and depends on the SEA timings.

12. Web page/ twitter / Spotted Desford

Jim reported that originally the website was receiving an average of 2 hits a day. This rose to around 20 a day during the first two weeks of the consultation period. It is now around 7 a day of which approximately 25% are from abroad.

13. AOB:

Pat reported that Nicola Smith from HBBC will ask all NP groups to sign a Service Level Agreement (SLA) with them. The DNP already has a SLA with the RCC.

Colin stated that we need to try and keep the DNP in line with the HBBC Local Plan.

Ewan said that it was important to concentrate on the facilities, eg school capacity and medical facilities as well as the physical aspects of the plan.

Bernard reported that there appeared to have been no response from LCC Education Department or the NHS to the plan. Pat said that the NHS wanted £60,000 Section 106 money from CERDA, if the development goes ahead. This was to go towards a new build GP surgery at Ratby to which potential new residents of Desford would be sign posted. It was pointed out that Ratby is not accessible by public transport from the village of Desford. Comments were also made that the usual GP surgeries

for residents of Desford are in Desford, and at NewboldVerdon and Braunstone Crossroads, which are served by a bus service.

Colin stated that Section 106 money from the Neovia development was planned to go to Desford Crossroads, not the Dan's Lane junction with the A47.

David asked whether we need to communicate with the residents. Colin and Pat explained that all Regulation 14 comments will need to be responded to. This will be the job of the PC clerk when the responses have been discussed and agreed.

Judy asked about the agenda for the next meeting. It was agreed that this would be a single item agenda to discuss the Regulation 14 comments and responses and that this would be led by Gary.

Martyn thanked everyone for attending.

12. Date of next meeting:

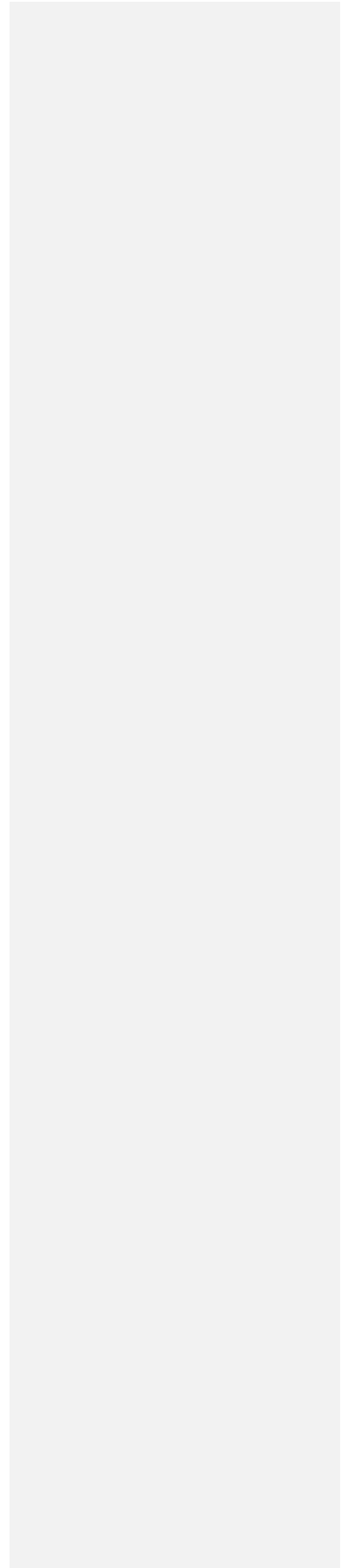
TuesdayFebruary 12th 20197pm at the library.

Meeting closed. 8.16 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 12th February 2019
7.00pm Desford Library

In Attendance: Andrew Norton , Bernard Grimshaw, Colin Crane, Ewan Lindsay, Gary Kirk , Jim Houghton, Judy Sharpe, June Morris, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: David Crocker, Nic Lockley

13. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

14. Minutes of last meeting / matters arising:

The minutes were discussed, approved as a true record and signed by Martyn

15. Declaration of Interest:

Bernard declared that as his neighbour's house was on the Heritage Local List he might have a financial interest.

16. Discussion of Regulation 14 comments and responses

Gary stated that he had not previously seen a set of comments as thorough as this. The comments from the developers were to be expected and some of the others were supportive and /or useful. It was agreed that the discussion of the comments and responses would be predominately of those highlighted in the document in red and that these would not be recorded in the minutes. Gary suggested that he would make his own notes as appropriate.

Discussion took place and responses were agreed.

Pat thanked Gary for all his work.

17. AOB:

Colin commented that an email had been received confirming the £2,000 grant for the further housing site assessments. He asked whether Your Locale would require any further funds. Gary stated that £3,500 was left. Of this £2,500 had been allocated for the comments and responses and £1,000 for liaison with the examiner. At the moment Gary was content to work within this budget, however money for the site assessments could be tight. Derek would work with the DNPWG over this. Gary stated that there will be no more funding from Locality. Colin said that if funding was required from the PC he would need to know by the second Wednesday of the month in time for the Resources Committee meeting. Gary acknowledged this and stated that Your Locale may submit an invoice in time for the February meeting. He also explained that Awards for All no longer fund Neighbourhood Plans.

Bernard stated that he would like to put an article in The Graphic thanking everyone for their comments and explaining that these were being worked on. This was agreed. He asked whether anything should go on to the website yet. Gary responded saying it was currently too early and it should go on when the NP goes to HBBC.

Martyn thanked everyone for attending.

6. Date of next meeting:

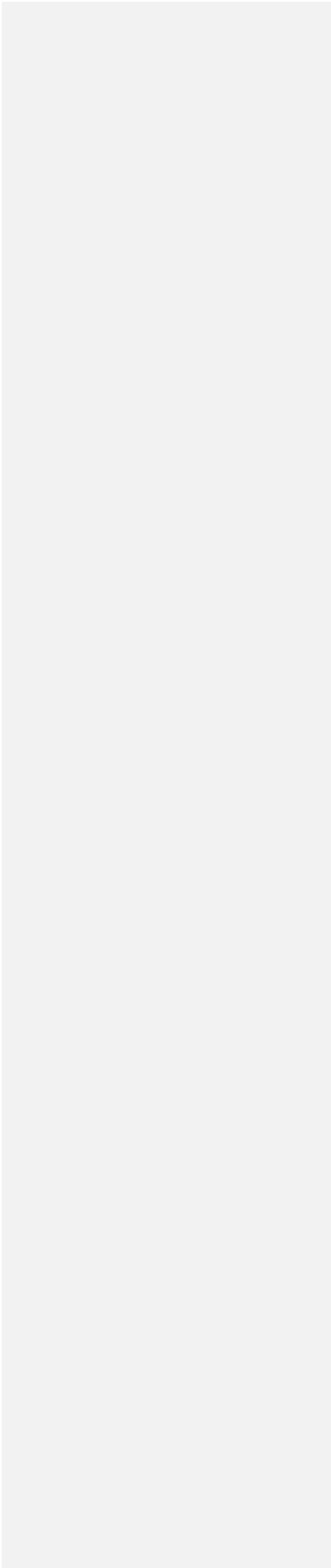
This is to be confirmed by email once the SEA and further housing site assessments have taken place and the results of these received.

Meeting closed. 9.08pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 2nd April 2019
6.00pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Ewan Lindsay, Judy Sharpe, Martyn Randle, Pat Crane

Apologies: Andrew Norton, Gary Kirk, June Morris, Nic Lockley, Scott Wakefield

18. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

19. Minutes of last meeting / matters arising:

The minutes were discussed, approved as a true record and signed by Martyn

20. Declaration of Interest:

There were no new declarations of interest.

21. Discussion of SSAs

The SSA report had been emailed to the DNPWG on the 1.4.2019.

David explained that the new SSAs were assessed in the same way as those which were done previously for the DNPWG. This was also the same process as had been done for a number of other NPs.

Pat queried the number of sites and asked which the new ones were. It was explained that the previous sites were assessed with reference to the SHELAA 14 list from HBBC. This has now been superseded by the SHELAA 18 list. There were seven new sites which required assessment out of a total of 13. Four sites are listed in Botcheston and nine in Desford. Some of the previously listed sites have been now been withdrawn.

Bernard asked if anyone had got a master list of all the assessments as Fran at HBBC has asked for this. It was stated that Derek had completed a number of assessments that were no longer needed, as their owners had dropped out; but that Derek would have a list of these. Colin said that the PC had also got a list of these and offered to go and see Fran. These could also be found on the website. He noted that there was some confusion over the numbering of sites as there were two sites on Kirkby Road that had merged and are now individual sites again.

Bernard stated that responses had been sent to all Regulation 14 site owners. He has also sent Fran, John and Ian McCluskey a copy of all the new site assessments.

David then explained the current list of sites in greater detail and the reasoning for their scores and discussion took place.

A proposal was made that the SSA outcomes report should be accepted.
Proposer- Colin, Seconder- Bernard. The proposal was carried unanimously.

Colin then stated that it was important to take this forward asap. It was agreed that Pat, as PC Chair of Planning, should be asked to write to Fran at HBBC, so that the consultation process could begin. A date of 12.4.2019 was suggested for the start of the consultation process, subject to agreement with HBBC. **Action -Pat**

David said that Derek had received an email from the owners of the Botcheston C site stating that they wished to withdraw their site. **Action -Pat** agreed to write to them acknowledging this.

Bernard stated that as the proposal had now been accepted by the DNPWG and the consultation process could begin, this would need to be advertised. Notices would need to be placed on the PC noticeboards, in the May editions of The Graphic and Parish News and on the PC and DNP websites.

Action – Bernard to draft these. Colin said that these could be published as soon as the date was agreed with Fran at HBBC.

David reported that a developer had contacted the housing group asking for a meeting. He had replied to them stating that the process was under consultation.

22. AOB:

Colin said that he had responded to Gary’s email about the SEA last week. The meeting between SEA (Ian McCluskey), HBBC and the RCC had gone well. Bernard explained that it was technically known as a ‘focused SEA’. HBBC were interested in the SEA as they will need a SEA for their Local Plan. The same person will be doing the SEA for Desford and Newbold Verdon. He also stated that HBBC disagreed with the comments from Historic England regarding the SEA.

Judy noted that the environment group had met twice recently to discuss amendments to the environmental inventory and Figure 7 map, based on information received in the comments on the plan. Colin stated that a meeting had taken place between himself, Paul Grundy and a property owner in relation to removing 2 properties from the local heritage list. It was agreed to wait until the full meeting for these to be discussed further and approved by the DNPWG before they are sent to Gary and John Martin

Ewan asked whether the Peckleton Lane housing site had gone to the HBBC Planning Committee. Colin replied that due to the local elections this could not now happen until June.

Martyn thanked everyone for attending.

6. Date of next meeting:

This was confirmed as the 23rd April 2019 at 7pm in the library.

Meeting closed 6.40 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 23rd April 2019
7.00pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Ewan Lindsay, Gary Kirk, Jim Houghton, Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Nic Lockley

23. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed

24. Minutes of last meeting / matters arising:

The minutes were discussed, approved as a true record and signed by Martyn.

Martyn asked if a master list of assessments had been sent to Fran. Colin said they had.

Martyn asked if Pat had written to Fran re a start date for the consultation. Colin replied that he had seen Fran and that the consultation process was taking place currently. It had begun on the 12.4.19 and would close on the 23.5.19.

Martyn asked if Pat had acknowledged the withdrawal of the Botcheston C site. Pat said that she had emailed the owner.

Martyn asked if Bernard had publicised the consultation process. Bernard replied that this had been put on the PC and Desford Vision websites, the parish noticeboards, facebook and that there was a small exhibition in the library. No comments had been received so far.

25. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

26. Chairman's Report

Martyn thanked Bernard for his work on the timeline for 2019/2020. Bernard stated that this had been done by Rob Foersat HBBC.

Service Level Agreement. Discussion took place about the Service Level Agreement and it was agreed that this should be signed by Colin as Chair of Desford Parish Council. Proposer- Bernard, seconder – Scott. The motion was carried unanimously and Colin signed the agreement.

Colin noted that there was now a better relationship between DPC and HBBC. Gary agreed and mentioned that he would be speaking at a conference on the 6.6.19 about obstacles to delivering NPs, and stated that this could include local authorities.

Martyn noted that he and Colin would be attending the Leicestershire Neighbourhood Planning Network Event on the 21.5.19.

27. Treasurer's Report

Bernard stated that he had emailed a spreadsheet of the finances for the year 2018/2019 to the secretary and that this would be emailed to the group with the minutes. Currently there is a balance of £2245 in the account after paying YL Invoice 9 and CFS for work on the website. However Invoice 10 is due from Your Locale. Once this money is used it will be necessary to approach the PC for funding. Colin confirmed that there was money set aside for the DNP.

Bernard stated that the Site Assessment end of project report had been submitted to Locality and accepted.

Bernard asked whether the DNPWG wished him to continue in his role as Acting Treasurer. This was agreed and Bernard said that he was willing to continue.

28. Communication Officer's Report

Bernard reported the following

SEA- Ian McClusky has access to the Dropbox contents and has been supplied with other documents. Ian and his colleagues are currently working on this. Other items in his report were discussed elsewhere, or regarded as sensitive information.

29. Update on SSAs and discussion of reserve sites

Colin reported that he and Bernard had met with Fran Belcher and Rob Foersat HBBC on the 5.4.19. HBBC are keen on NPs including reserve sites and agreed that qualifications could be placed on these.

There was a comprehensive discussion about whether a reserve site should be allocated in the DNP. Gary stated that Desford Parish had met their housing target number of 163. 73 houses had been built and 13 (adjoining Kirby Muxloe) had received planning approval. The residual target of 77 was more than covered by the Barns Way site and possible windfall sites. He said he would amend the section in the DNP to highlight this. However no recent figures had been received from HBBC. Colin commented that Helen Nightingale HBBC had agreed to send these by the end of February. **Action-Pat**, in her capacity as Chair of the PC Planning Committee, to write to Helen asking for these figures. Colin stated that both Barns Way and Cerda (Peckleton Lane) sites had applied to HBBC for outline planning permission. However due to the local elections nothing will be decided until June at the earliest.

Gary suggested that as the housing target had already been met there was no need to list a reserve site in the DNP. However if circumstances change, such as greater housing need, the DNP would look at this again.

This was agreed.

30. Appendix D3: Land owned by SiD

Colin pointed out an error in this agenda topic title. The land is owned by the PC but leased to SiD. He had given the DNPWG secretary a plan showing the location of this land and had brought the deeds with him.

Jim explained that the land where SiD is had been bought by the PC from Caterpillar in 1988. As this was not quite large enough for a football pitch and a bowls green an extra parcel of land was bought from the Neep family in 1989. The PC leased the land to SiD and subsequently released it on the 26.1.2009 and also registered it with the Land Registry. Further a QE Fields in Trust Deed No.: 377QE was signed by 3 parties: Fields in Trust, DPC as land owner and SiD as tenant on 6th March 2012. Confusion had arisen as the land upon which the bowls green sits had been included in Appendix D3 of the NP which outlines the SSAs as part of 'New Desford'.

It was queried whether it was necessary to write to the owner of this site explaining that this land is not part of the SSA. Colin responded that as the land had been leased to SiD for 99 years and was owned by the PC, clarification in the minutes was enough reassurance.

31. SEA

This had been covered in item 6

32. Update on Regulation 14 comments , responses and consultation

Environment -Pat reported that the environment sub group had met several times to respond to some specific comments made in the original Regulation 14 consultation by a land owner. They had updated some fields in the environmental inventory in response to this and also proposed some amendments for map, Figure 7, on p33 in the main NP document. These updates were circulated and discussed. It was agreed by the group to accept these changes.

Gary pointed out that it was important not to have a specific dialogue with the land owner and that the examiner will see the comments and responses. He agreed to explain this in the response to the comments made by the land owner.

He also clarified that John Martin had sent an email to the environment group answering the query as to why part of Lindridge Lane was highlighted on figure 7. John had explained that *The biodiversity site on Lindridge Lane is Local Wildlife Site 11010 as designated by Leics. CC during the Phase 1 Habitat Survey of the parish - species-rich hedgerows on either side.* It was agreed that this should be left on figure 7.

Pat asked Gary if the list of things to do after the February meeting had been completed.

Map -Colin stated that HBBC had requested a clearer initial map showing the designated area of the NP at the start of the NP document and queried whether this should be a whole page. This was discussed

Gary replied saying that this was a map provided by HBBC. **Action- Colin** to ask HBBC to provide a clearer map.

Rosconn comments-These stated that they would welcome further discussion about the amount of accessible housing, as this was greater than that required by HBBC. Gary explained that this was an aspiration, not mandatory but agreed to change this as listed in policy documents H2 and H4. In H4 this is already qualified by the statement 'where possible'.

Gary stated that he thought he had responded to all HBBC's comments. However he will recheck and complete the changes as quickly as he can.

David asked whether Gary had responded to all the other main developers. Gary responded that he had.

Gary also added that sites cannot be seen in isolation and it was necessary to wait until the SEA was completed.

Gary commented that he should also refer to HBBC's Good Design Guide Supplementary Planning Document as this has now been published for public consultation.

33. Reports from Focus Groups: housing, environment ,FATE

It was agreed that any comments had been discussed earlier.

34. HBBC Good Design Guide Supplementary Planning Document –Public Consultation

An email with a letter attached and a link to this document had been circulated by Judy on the 19.4.19.

Pat commented that the Guide was 134 pages long and that 3 pages referred to specifically to the DNP -p75 Botcheston, p83 and p84 Desford. She had noticed an omission on p83 at the end of the first paragraph which should include modern housing estates to the east, south and west of the village. **Action-Patto** to respond to the consultation as chair of Planning Committee of the PC noting this amendment.

Gary stated that the guidance was broadly welcome and will be supported by the NP.

35. Web page/ Twitter / Spotted Desford

Jim stated that he had not checked recently, but it had been typically 2 hits a day. He had put the recent consultation on the website with the help of Craig.

36. AOB

Gary told the DNPWG that Hallaton PC had resigned over their NP. The Hallaton NPWG had been very enthusiastic, but when they asked the Hallaton PC to submit it for Regulation 14 consultation they refused. Harborough District Council had then asked Hallaton PC to support this, but the PC had refused to do so and resigned. This had made it very difficult for the parishioners.

Gary also commented that Locality had not opened their funding yet this year, which may be due to Brexit uncertainty. It usually opens in March but this year funding may not be open until the beginning of June. This will cause major problems for NPs and Your Locale due to the lack of availability of funding. Especially as Awards for All are no longer funding NPs.

David stated that there had been approaches from developers wanting meetings, to the housing group and Derek.

These had been refused.

It was asked if there was anything else to do before the SEA is completed. Colin responded that there were no major issues but suggested that Bernard email Ian McClusky next week to ask if any further help was needed. **Action- Bernard**

37. Date of next meeting:

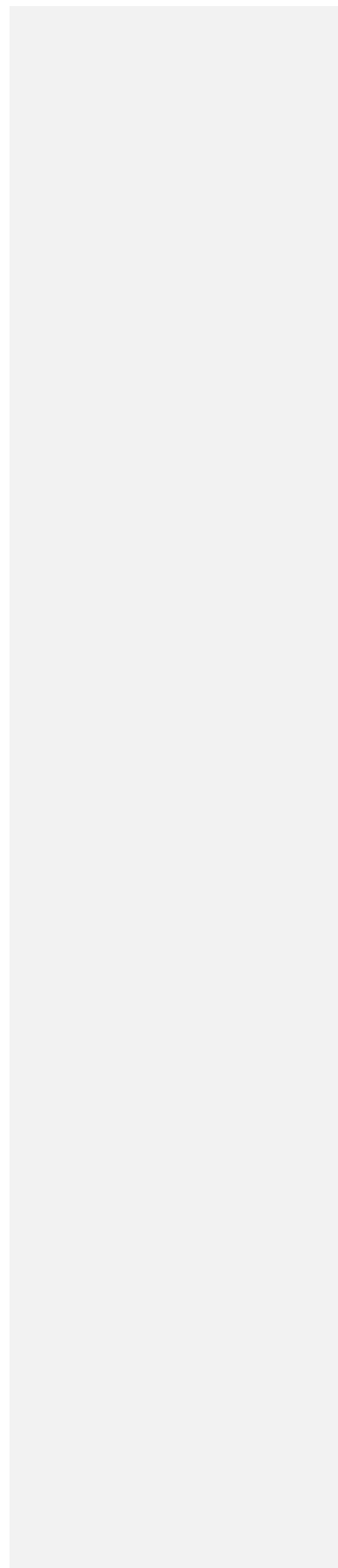
Gary said that there was little point in setting a date for the next meeting of the DNPWG until the SEA is completed. **Action- Bernard** to email Martyn and Judy when this is done, so that a date can be decided. This was agreed.

Meeting closed 8.30 pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 31st May 2019
2.30pm Desford Library

In Attendance: Bernard Grimshaw, David Crocker, Derek Doran, Gary Kirk, Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Andrew Norton, Colin Crane, Ewan Lindsay, Jim Houghton

38. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed. Judy stated that she had received two resignations from the DNPWG. These were from Nic Lockley due to other pressing commitments and June Morris due to health concerns. They were thanked for their interest and contributions.

39. Minutes of last meeting / matters arising:

The minutes were discussed, approved as a true record and signed by Martyn.

40. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

41. Discussion of HBBC's representations to the latest consultation:

The discussion related to HBBC's representation to the latest consultation, which took the form of a letter addressed to Colin and Martyn in their roles as Chair of the PC and Chair of the DNPWG respectively. It was from Fran Belcher, Planning Officer-Policy and had been received on the 22.5.2019. It had been circulated to the DNPWG by Judy.

Pat mentioned that the new Chair of the Planning Committee at HBBC is Joyce Crooks from Newbold Verdon, one of our district councillors. It may be an option to contact her in the future.

A wide ranging discussion took place which was regarded as sensitive information.

Gary stated that there was a need to write to Nicola Smith / new head of planning at HBBC before next Thursday's conference (6.6.19) about the DNPWG's concerns and issues, as outlined above, and requesting a meeting.

Bernard proposed that the DNPWG should instruct Gary to draft a letter to go to HBBC early next week, in Colin & Martyn's names, as Fran's letter was addressed to them. All agreed. **Action -Gary** said he would try to let the DNPWG have this on or before Monday 3rd June.

Bernard was asked about the progress of the SEA. He reported that Ian McClusky had stated that this was now with the strategic bodies awaiting their comments. When completed, this too may need a consultation period. It was agreed that this could take place at the same time as the SSA consultation.

Pat asked whether it was possible to address the response received to site AS610, even though it had arrived after the cut off time due to ill health. It was agreed that this could be done now and included in the next consultation.

42. AOB:

Bernard questioned whether there would be enough money in the DPC reserve to pay YL for this extra work? He stated that YL were in the process of submitting an invoice for £450 which would use up the remaining money from the Awards for All grant. Gary stated that he estimated that up to

£4,000 would still be needed. Bernard asked if a formal request could be made to release £4,000 from the DPC's reserve fund. This was agreed.

43. Date of next meeting:

The next full meeting of the DNPWG will take place on **Friday 14th June 2019** at 7pm in the library. This will include a discussion of HBBC's Employment and Land Premises Study.

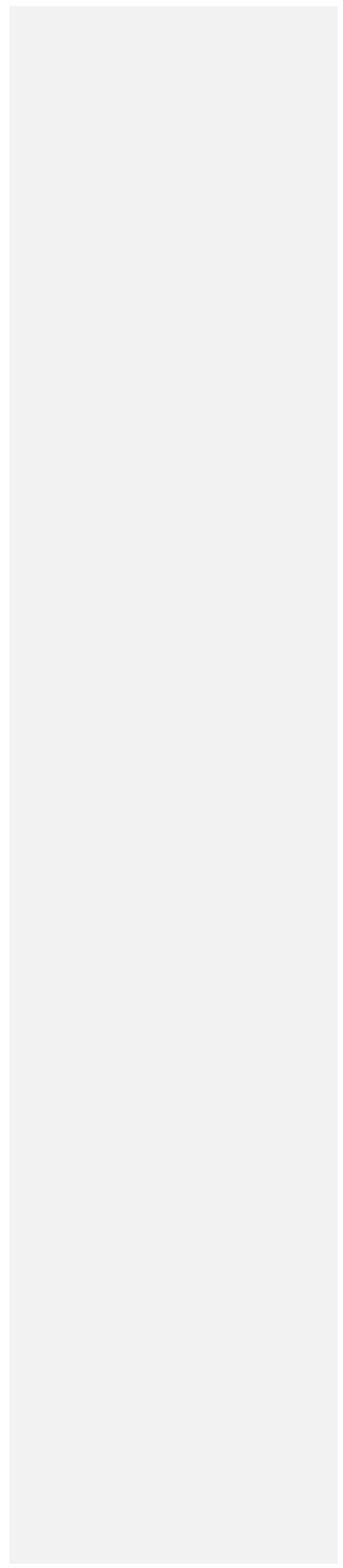
There will be a further meeting of the DNPWG on **Tuesday 9th July 2019** at 7pm in the library.

Meeting closed 3.35pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



**DNP Working Group minutes 14th June 2019
7 pm Desford Library**

In Attendance: Andrew Norton ,Bernard Grimshaw, Colin Crane, Ewan Lindsay, Jim Houghton Judy Sharpe, Martyn Randle, Pat Crane,

Apologies: David Crocker, Gary Kirk, Scott Wakefield

44. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed.

45. Minutes of last meeting / matters arising:

Pat mentioned that the minutes from 31.4.19 meeting had not yet been published on the website as Gary had stated that he thought that they contained information of a sensitive nature. This was discussed and it was agreed to amend them appropriately for the website. **Action- Judy**
Colin noted that the acronym SHELAA had been written incorrectly in the second paragraph on page 2.

The full minutes were approved as a true record and signed by Martyn.

46. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

47. Chairman's Report:

Martyn stated that he had attended the meeting in Hinckley. It had raised some interesting points and emphasised that maps were crucial for NPs. He had spoken to a number of other local NP delegates and had offered to help John Whitehead from Dadlington if he could. Rob Foers and Fran Belcher from HBBC had also been present.

Martyn reminded the DNPWG that it was extremely important that everyone was aware of the procedures that were in place for the WG, and that these should be followed in discussions with outside parties. All matters should be discussed and agreed in the DNPWG committee meetings and Martyn as chair of the DNPWG should be informed of any discussion or meeting in advance.

48. Treasurer's Report

Bernard stated that he had circulated the Treasurer's Report. End of grants reports had been sent for Locality 1 and 2. He said that he was happy to submit the Awards for All report on behalf of DPC if signed off at this meeting. This was agreed. **Action -Bernard.**

Colin mentioned that DPC were aware that the DNPWG would now need to use their funding. Bernard said that it was important for the DNPWG to do what they could to keep any future expenses as low as possible.

49. Communication Officer's Report

Bernard said that he wanted to formally remind everyone of the meeting of the DNPWG with HBBC on Monday 17.6.2019. Gary, Colin, David and Bernard would be attending this with three members of HBBC. Gary had written to HBBC about their response to the latest consultation as had been agreed at the previous meeting. Colin, Martyn and Bernard reiterated the sensitivity of this meeting. Colin said that he thought it would be useful to ask a ward councillor to attend the meeting. This was agreed. **Action-Colin**

50. Discussion of HBBC Employment and Land Premises Study Response

Bernard thanked Colin and Pat for providing him with a hard copy of the draft Plan. He stated the FATE sub group had discussed employment and land availability during the writing of the draft DNP. Bernard stated that there was still a lot of available land for employment within the parish particularly at the Caterpillar / Neovia and Crown Crest sites, and along the road to Kirby Muxloe, which has been designated for industrial use. There was also employment being created immediately adjacent to the parish in Peckleton and at Merrylees.

Andrew commented that Crown Crest are closing their Yorkshire site and bringing 120 jobs to Desford.

Bernard offered to email Pat a form of words to help the PC with their response. This was agreed.

Action-Bernard

51. Update on the SEA

Bernard stated that the SEA was still out for consultation with the statutory bodies and that no date had been received from Ian McClusky. Locality are paying AECOM to do the SEA. It is a full SEA covering 7 out of 9 categories.

52. Update on HBBC's response to the latest consultation

Colin reminded the group that the latest 6 week consultation had been completed and that there was a meeting with HBBC on 17.6.2019 as Bernard had previously mentioned. He also stated that the SEA will need a consultation when completed.

Pat reported that there had also been four other responses to the latest consultation from Jelson, CERDA, Neovia and an individual, and that Derek would be responding to these. Bernard said that Derek and David would be communicating directly with Jelson and that they may be invited to meet with the housing sub group.

53. Discussion of idea of possible reservation of land to enable the building of a future bypass

Judy had forwarded an email and circulated documents in relation to this for Ewan.

Ewan stated that he had spoken with LCC, who had directed him to HBBC planning department. He had met spoken with Fran Belcher on the 14.6.2019. She had said that land reservation for a possible bypass route could not be part of the NP itself but a report could be included as evidence. However, if this was done, a traffic survey would be needed. Ewan stated that he was not pushing for a bypass, only for the land to be reserved.

Comments on this proposal had been received by email from Gary, stating that he personally would not support the inclusion of such a proposal into the DNP at this stage of the process. Scott and Bernard had sent emails agreeing with Gary and in Bernard's case raising further points.

Martyn stated this was outside the remit of the DNP and Bernard said that it did not conform with the HBBC Local Plan. He also mentioned that a bypass, (if approved) could not be built until at least 2030 due to the lack of council funding. The only way that a bypass could be built before then, would be through housing development funding.

Colin stated that a traffic survey had already taken place. He also mentioned that HBBC were now 5,000 dwellings short due to the fact that a large development at Barwell the Earl Shilton SUE is no longer taking place and the Barwell SUE is still uncertain.

Bernard stated that he had a letter from HBBC stating that no further allocation was needed in Desford Parish until 2026. Colin said that the newly elected councillors were probably not aware of this letter. Bernard said that he would give a copy of the letter to Colin for Monday's meeting.

Action-Bernard.

54. Discussion of Local Heritage Listing

This discussion was regarded as sensitive information and to be recorded separately.

It was agreed that further specific discussion was needed and that this would take part at the start of the next meeting so that any interested parties would not be present.

55. Web page/ Twitter/ Spotted Desford: Jim stated that he had not posted the minutes on the website recently. He would liaise with Judy over this. **Action – Jim and Judy.** Judy said that she had heard from Kaye Johnson stating that she had been unable to post the last set of minutes on Facebook. Judy to liaise with Kaye over this.

56. AOB

Andrew suggested that the information that two planning applications for Desford Parish (CERDA and ROSCOMM were to be discussed at the HBBC planning committee meeting on the 25.6.19 should be posted on Spotted Desford and the website. This was agreed. Jim volunteered to do this for the website if provided with a form of words. Colin agreed to organise this for facebook. **Action- Jim and Colin.** Colin stated that there will be three two minute slots for people to speak at the meeting about this and that Terry Robinson would be doing so. Speakers have to have previously formally objected to the planning application.

Martyn stated that he had received an email from the RCC on behalf of the HBBC Planning Team that afternoon (14.6.2019) about the 5 year land supply. It said that: *The statement sets out that the council can now not currently demonstrate a five year land supply. Therefore paragraph 11 of the National Planning Policy Framework (NPPF) applies. This sets out that for decision taking [of planning applications] there is a presumption in favour of sustainable development - so that permission should be granted unless any adverse impacts in granting permission significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF as a whole.* Martyn agreed to forward the full email to the DNPWG. There was a brief discussion and it was agreed that it will be discussed further.

57. Date of next meeting:

The next meeting of the DNPWG will take place on **Tuesday 9th July 2019** at 7pm in the library.

Meeting closed 8.05pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 9th July 2019
7.30 pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Gary Kirk, Jim Houghton Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: Andrew Norton

58. Discussion of Local Heritage Listing

This took place at the start of the meeting to enable any interested parties to arrive after this item. The discussion was regarded as sensitive information.

59. Welcome:

Martyn welcomed everyone to the meeting and asked for apologies to be listed.

60. Minutes of last meeting / matters arising:

The full minutes were approved as a true record and signed by Martyn.

Martyn raised the following matters:

- Awards for All grant status? Bernard stated that the end of grant report was now ready to send off
- Letter about 2026 housing target. This had been sent by Bernard to Colin
- Robin Webber-Jones (ward councillor) did attend meeting of DNPWG and HBBC
- HHBC Employment Land & Premises Study. Bernard had sent a form of words to Pat and this had been submitted to HBBC.
- Minutes from the 31.5.19 had been amended by Judy and approved by Gary for publication on the website.
- Judy and Jim to liaise about the publication of the minutes on to the website- **Action pending Jim and Judy**
- Judy to liaise with Kaye about the publication of the minutes on Facebook- **Action pending Judy**

61. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

62. Chairman's Report:

Martyn stated that there was no chairman's report for this meeting as the DNPWG were currently in limbo.

63. Resignation of Committee member

Martyn checked that everyone was aware of the reason for Ewan's resignation from the DNPWG on a matter of principle.

Martyn and Colin both said that they had spoken to Ewan after the previous meeting.

It was agreed that a letter should be sent to Ewan thanking him for all his work to date and stating that he would be welcome to return to the DNPWG at any point. **Action- Martyn**

64. Treasurer's Report

Bernard stated that Invoice 13 had been received on the 9.7.2019 from Your Locale. This is for £2,000 to cover 4 days of SSA work and the redrafting of the housing section of the plan. This payment will come out of the £5000 in the DPC reserve funds for the DNPWG. He said that he had written to the PC clerk asking that this could be put on the agenda for the Resources committee for approval.

Colin asked Gary how much more Your Locale will need to finalise the DNP.

Gary said that he did not expect it to exceed the original PC allowance. He agreed to email Colin an optimistic and pessimistic prediction of the funding still needed; so that he can inform the Resources committee. **Action- Gary**

Gary was asked how long a NP could take to complete. He stated that it was impossible to say and that one plan was currently 7 years from commencement and was not yet finished.

65. Communication Officer's Report

Bernard said that the meeting of the DNPWG with HBBC on Monday 17.6.2019 had taken place.

Gary, Colin, David and Bernard had attended this with Robin Webber-Jones (ward councillor) and a good discussion had occurred.

Bernard noted that by the end of the meeting he was under the impression that the council planners would recommend approval of the planning applications for Barns Way and Peckleton Lane (CERDA) sites, due to the 5 year land supply issue.

Colin commented that Davidsons now want to be one site, rather than two.

Colin reported that at the HBBC Planning Committee meeting on the 25.6.2019 Terry Robinson (parishioner) had spoken very well against approval of the Peckleton Lane development (CERDA).

Colin stated that the Peckleton Lane planning application had been a unanimous refusal and at the Barns Way application the Conservative councillors had voted against and the Liberal Democrats had abstained. He was not aware how the Labour councillor had voted. The applications were noted as being Mandatory refused. This was despite the fact that the HBBC planners had recommended approval for both sites.

Colin noted that he had asked what a 'mandatory refusal' meant. He had been told that this means that the developers can go back to HBBC and discuss how they could get the council members to agree to their applications.

Scott stated that he had been led to believe that as long as the current makeup of the HBBC council remains the same, there will be no change in their position regarding these sites. However if the DNP approves the Barns Way site they will agree to this.

Gary stated that he had spoken to Andy Furlong and he was very interested in this.

Gary asked if a new head of planning had been appointed at HBBC. Colin said that yes one had, in the level above. He would be a corporate manager with planning as one part of his remit.

Bernard noted that the information about the 5 year land supply had been released by HBBC, via the RCC, after hours on a Friday. He felt that this was quite wrong and is thinking about making an individual complaint for maladministration, as it did not allow any opportunity for the public or parish council to make any representations about the changed circumstances.

Colin stated that he could take this to the PC and ask them to raise the matter.

Gary said that the PC would carry more weight than an individual, and that other NP groups are considering making a formal complaint. It was debated as to whether this could be a joint objection with other NPWGs.

Colin said that there could be a problem with timing as not all PCs meet in August. He suggested that he should talk to the ward councillors about this.

Bernard stated that if he did make the complaint as an individual, and that the situation was not resolved, he could mention that he would write to the ombudsman.

After further discussion it was agreed that Bernard, as an individual, would have the backing of the DNPWG to write to Stuart Bray, leader of HBBC council about this issue. Proposed Scott, seconded Colin. All others were in favour. It was agreed that any further action on behalf of the DNPWG/PC would depend upon the response Bernard received. **Action –Bernard**

66. Update on SEA and any policy amendments needed

Bernard said that he had circulated an email from Ian McClusky stating that he hoped the SEA would be completed by the end of July. There is no indication of the content yet.

Gary commented that if significant changes are required, the impact on the consultation process will need to be considered; particularly the avoidance of a repetition of the Regulation 14 consultation. A tightening of wording would be OK.

Bernard commented that some redrafting may be required in the environment section.

Colin stated that the HBBC planning officers did not seem to understand the scoping report of the SEA.

Gary mentioned that the SEA should be sent to the DNPWG first and then to HBBC.

67. Update on HBBC's response to the latest consultation

Gary stated that at the meeting of DNPWG and HBBC on the 17.6.2019 HBBC had not agreed to consult with groups first. This does not conform to the SLA agreement with the DNPWG. No apology or acknowledgement was given by HBBC. It was also noted that no formal notes had been taken of the meeting.

Gary said that it was now a year since Newbold Verdon's SEA had been put in place by HBBC, and that this was still not finalised.

Gary will look at the HBBC responses section of the consultation and will try to soften the wording. **Action-Gary**

Bernard said that further sites had come in through the Regulation 14 consultation. Gary said that it should not be necessary to redo the Regulation 14 consultation but that it was reasonable to send out the assessments to all developers and land owners. Colin asked about the Jelson site, as it had only come to light during the second consultation. It was confirmed that this had been assessed by Derek. Gary suggested that it should be put on the website and that all other developers and land owners should be informed of this.

Colin questioned whether Davidsons was one or two sites. Gary stated that HBBC said it should be one site. He asked Bernard to check with Ian McCluskey that these will be regarded as minor changes. **Action- Bernard**

David commented that the land owners ought to receive their assessments before they were published on the website. Bernard said that this had been done in all cases, except for Jelson.

Colin said that there was a need to ask HBBC to supply a map of these locations. Gary agreed that Your Locale would do this. **Action- Gary**

Gary stated that it was important to amend the DNP to show the process that has taken place, so that the examiner can see this.

David asked what disappointed developers can do. Gary said that they can submit further planning applications and make submissions. A robust response could be expected from them. Colin said that the developers can appeal but hopefully the DNP will have a greater weight.

Jim asked if Pat would let him know what needed to go on the website. This was agreed. **Action Pat and Jim**

David stated that it was important that there was a record of these discussions.

Colin stated that the next full planning meeting of HBBC will be on 23.7.2019.

68. Discussion of HBBC 5 year land supply

Gary reminded the group that once the DNP is in place, and as long as HBBC have got a 3 year land supply, the DNP will have greater weight than the Local Plan. The DNP Housing Section will however continue to need updating to refer to HBBC. It was important to remember that land supply can change if large sites fail as had happened at Barwell.

69. Implications of latest planning refusals

This had also been discussed earlier.

Scott stated it was interesting to see the comments aimed at the LCC Highways Department at the HBBC planning meeting on 25.6.2019. Gary said that Highways Departments always err on the side

of caution. It had been noted that they had also stated that reactive traffic lights at the junction of Dan's Lane and the A47 were not needed.

70. Actions needed to finalise DNP

Gary stated that it had been agreed that there would not be a reserve site in the DNP. The allocated site and windfall sites should meet the required number of dwellings for the regulations.

Bernard asked about windfall sites. He said that the current draft of the DNP says there are 5 per annum, but questioned whether it may be better not to state an actual number. For example in the last 6 months there had been 17. Gary asked whether this information could be put in a table and that he would then try to quantify this. Scott suggested that it could state that over the last x years there had been y amount. Bernard asked whether it was necessary to accept more windfall sites to justify plan resilience. Gary said that it was important to err on the side of caution.

Gary said that once the amendments had been completed, the SSA put in to an appendix and the SEA finalised the DNP could be signed off by the PC. Ideally this would take place at the September DPC meeting.

Bernard queried as to whether there should be a settlement boundary included for Botcheston, as he thought that there had been one in the past. Gary stated this was probably unhelpful as Botcheston does not have a housing target, and is classed as countryside. Bernard said that the old fish farm property in Botcheston was currently being used for storage and that the village hoped this would be cleared and used for housing. It had been given a green 5 in the SSA and could provide 9 dwellings. David said that it was reasonable to include this due to the SSA score. Gary said that the settlement boundary could be adjusted to include the site, if it is deemed necessary. Bernard said that if Botcheston does not have a settlement boundary he did not feel one should be done.

Gary reminded the DNPWG that now was the opportunity to look through the DNP and check that items, such as the facilities section information, were up to date.

Jim commented that the sports courts at SiD had been launched on the 6.7.2019, so this would need to be amended. He also mentioned that another party had raised the idea that the 5 acre field between the proposed CERDA site and SiD should be kept as a potential local green space, for potential use in the future. Gary stated this would not currently meet the criteria for a local green space.

Gary asked for any comments / changes to be sent to him and that he would update the DNP as appropriate.

71. Web page/ Twitter/ Spotted Desford There were no further developments. Jim stated that he had posted the latest planning application information on the website and a line to state that these had been rejected.

72. AOB None

73. Date of next meeting: Friday 16th August 2019 at 2.30pm in the library.

Meeting closed 9.15pm.

DNP Working Group minutes 9th July 2019
7.30 pm Desford Library

In Attendance: Andrew Norton, Bernard Grimshaw, Colin Crane, David Crocker, Gary Kirk, Jim Houghton, Judy Sharpe, Martyn Randle, Pat Crane, Scott Wakefield

Apologies: None

74. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed.

75. Minutes of last meeting / matters arising: The minutes were approved as a true record and signed by Martyn.

Matters Arising:

- Judy and Jim to liaise about the publication of the minutes on to the website- **Action pending**. Jim has gathered the minutes together ready for publishing. Judy to send list of minutes dates to Jim.
- Judy to liaise with Kaye about the publication of the minutes on Facebook-Kaye has emailed to say minutes have been published on facebook.
- Letter to Ewan from the DNPWG- **Action Martyn pending**

76. Declaration of Interest: Bernard declared an interest as his property was on the Local Heritage List.

77. Chairman's Report: Martyn stated that there was no chairman's report for this meeting.

78. Treasurer's Report: Bernard stated that the DNPWG have paid all invoices up to date. Colin said that the request for future DNP funding had gone to the PC resources committee and been approved.

79. Communication Officer's Report / Relationship between HBBC and DPC:

Bernard said that he had originally intended to submit a complaint about HBBC as a private person, independently of the DNPWG. However he had found out that he could not approach the ombudsman as a private individual in this case. Consequently he had composed a briefing letter which Colin, as the Chair of the DPC had submitted to HBBC. This had been sent initially to two local ward councillors who in turn had sent it to the council leader Stuart Bray. He had then passed it onto Matt Bowers, the new HBBC director (environment and planning). Colin reported that he had received a reply to this letter which had been circulated to the DPC. He had also spoken to Joyce Crooks, chair of the planning committee. Colin added that Nicola Smith has now been confirmed as head of planning.

Gary reported that he had spoken to HBBC in relation to Newbold Verdon's NP SEA. Newbold Verdon's SEA report had just been received and contained 3 very minor suggestions in over 30 pages. However HBBC still recommend that Newbold Verdon go through another Regulation 14 consultation. Gary had attended a meeting with Fran Belcher and Rachel Dexter from HBBC and representatives of Newbold Verdon NPWG about this. AECOM have written to HBBC saying that in their view it was low risk that Newbold Verdon's NP would not pass examination. However Gary reminded the group that HBBC will send their letter recommending a further Regulation 14 consultation at Newbold Verdon to the examiner. Gary reiterated that planning is rarely clear cut. Bernard said that although he was naturally cautious he could not see anything that will require Desford to do a second Regulation 14 consultation. Any issues arising from the SEA could be dealt with in the Regulation 15 consultation.

Gary stated that this situation is bigger than just the Desford NP and is impacting on all NP groups within HBBC. He questioned whether it would be possible for NP groups in the borough to work together.

Colin stated that Sheepy Magna and Stoke Golding NPs had passed examination. Burbage and Newbold Verdon NPs were at a similar stage to Desford. Barlestone is at an earlier stage. Bagworth, Thornton and Stanton, Markfield and Witherley are also progressing their NPs.

Gary said that a letter to HBBC signed by a number of NP groups would carry weight.

Bernard asked what risks the DNPWG were running.

Gary stated that the SEA states that there must be a consultation for an appropriate length of time, but not necessarily a Regulation 14 consultation. It would be possible to speak to Locality, but they process information and are not experts.

Bernard asked if the RCC could offer advice.

Colin stated that NALC could offer legal advice. He also mentioned that there would be a Parish Forum meeting at HBBC in a few weeks' time which he would be attending. Other parishes will also attend this.

Martyn asked what actions need to take place.

Colin suggested that a draft letter should be sent to the PC clerks of the other NP groups. This was agreed. Scott suggested that it should include that the DNPWG were finding some of the responses and comments from HBBC quite frustrating. Martyn mentioned that it was important not to be adversarial. Andrew said examples could be included. **Action- Bernard** to draft letter.

It was also suggested to ask if this matter could be put on the agenda for the HBBC Parish Forum.

Action- Pat to see if this is possible. If not it could be raised under AOB.

Gary said that the 5 year land supply letter which had been circulated to all NP groups could provide contact details.

Colin said that a meeting with Matt Bowers could be a next step.

Pat said that she would approach the RCC for contact details if needed **Action-Pat**

80. Update on SEA and any policy amendments needed:

Bernard said that SEA correspondence had taken place and that Fran Belcher at HBBC had been very helpful. Fran had given Ian McCluskey a timetable of sites and sent an explanation of the Jelson site to him. Hopefully this will answer all Ian's questions.

81. Update on HBBC's response to the latest consultation:

Gary suggested that a further targeted consultation should take place on the site assessments. David reported that the Jelson site had scored slightly higher than CERDA (Peckleton Lane) on the SSA. The plan could then be finalised and move onto the Regulation 15 consultation. He reminded the group that the examiner will see the letter from HBBC recommending a further Regulation 14 consultation, as at Newbold Verdon. Therefore it is a risk not to do a Regulation 14 consultation.

Scott asked who the examiner will be.

Gary said that the examiner will be appointed by HBBC, but that DNPWG can have a veto and he would be able to advise on this.

David asked about submitting a legal opinion. It was stated that if advised this is a possibility by NALC it can be put forward.

Bernard reminded the group that Jelson's forms were submitted late and were not yet on the website as the DNPWG had been asked to wait by Emily.

Gary stated that if the SEA report lists significant changes these will need to be considered.

Bernard agreed that there should be a joint SEA and Jelson site consultation period.

Gary said that the SEA consultation has to take place before submission.

Bernard suggested that he should write to HBBC's Chief Executive Bill Cullen, asking about where the legal authority for another Reg 14 consultation is. David proposed this should be done and Scott seconded. All Agreed. **Action- Bernard**

82. Discussion of approach to development /allocations:

It was stated that the Barns Way site had been give outline planning permission. It is intended that the site will be fully developed within 3 years. Pat agreed to look on the website for the officer’s report. **Action-Pat**

A question was asked about the section 106 money. Colin stated that it need not be spent within Desford Parish.

83. Actions needed to finalise DNP:

Gary stated that Bernard was looking at the housing chapter in light of recent changes.

Pat has a copy of the amended Heritage map and will email this to Gary. **Action –Pat**

Gary commented that the Planning Practice Guidance changed at the end of May 2019. It was now important to look at bio diversity in respect of ‘net gain’ as opposed to ‘no harm’ so he will look at the wording of this in the DNP. **Action -Gary**

Gary also mentioned that in two recent NPs the examiner has removed the local heritage list as they stated that this was up to the local council. He will therefore refer to this in the text and rephrase the words ‘local list’. **Action-Gary**

David asked that the planning approval for the favoured Barns Way site should be added.**Action-Gary**

Gary commented that he would try to complete these amendments before the 5.9.2019.

84. Web page/ Twitter/ Spotted Desford: This had been covered in matters arising item 2.

85. AOB: None

86. Date of next meeting:

The next meeting of the DNPWG will take place on **Tuesday 3rd September 2019 at 4.30pm** in the library.

This is provisional upon the date of receipt of the SEA.

A further date of **Monday 23rd September at 2.30 pm** in the Church Centre/Church has been agreed in case this is needed. Judy will confirm date when known.

Meeting closed 4.05pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....

DNP Working Group minutes 23rd September 2019
2.30 pm Desford Church Centre

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Gary Kirk, Jim Houghton, Judy Sharpe, Pat Crane, Martyn Randle, Terry Robinson, Scott Wakefield

Apologies: Andrew Norton

87. Welcome: Martyn welcomed everyone to the meeting and invited Terry to introduce himself. Martyn asked for apologies to be listed.

88. Minutes of last meeting / matters arising:

The minutes were approved as a true record and signed by Martyn. There were no matters arising.

89. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

90. Chairman's Report:

Martyn said that he had written to Ewan Lindsay and had invited him to reconsider his position and to re-join the DNPWG. Ewan had replied stating that he appreciated the letter but felt that there was a conflict of interest and his position was unchanged.

91. Treasurer's Report:

Bernard said that there was no change since the previous meeting.

92. Communication Officer's Report:

Bernard stated that the Communication Officer's Report would be covered in items 7 and 8.

93. Discussion of SEA Report:

94. Actions needed to finalise DNP:

It was agreed to combine these 2 agenda items.

Bernard said that he had not heard anything from Ian McClusky since he had sent the amendments to the SEA.

David asked whether there had been any further conversations with AECOM.

Bernard said no, however he had done some research and that he had circulated some notes. He also commented that he had found a very helpful document on the South Cambridgeshire council website. He thought it might be helpful to ask Nik Green who is in charge of NP for the county to speak to the county lawyers about this.

Colin said that this would be helpful and it was proposed Bernard should do this. All agreed.

Action-Bernard

David stated that he was still waiting for some SSA updates from Derek (Your Locale) .

Gary apologised and said that he would contact Derek to try and sort this but he himself had had been on holiday and Derek had extenuating family circumstances. Gary spoke to Derek on the phone and confirmed that there were 2 SSAs, including Jelson's, that have submitted detailed responses which need to be incorporated. However the Jelson SSA location map is not exactly the same as the original HBBC map, as it is a smaller area. It was agreed that urgent clarification was needed, as to which map was correct, and which map had been used for the SSA. It was agreed to ask Pat to ask Emily at Avison Young, representing Jelson, to email a copy of their map.

Action -Pat

Bernard stated that an updated version of the map would need to be sent to HBBC.

Pat reminded the group that the SSAs could not be put on the website until these are finalised. Bernard stated that it was very important to check that the SSA reference numbers match up with those on the plan. He also added that the SSAs need to be available on the website for the start of the consultation period and ideally this should be done before.

Jim commented that there were technical issues with the uploading of these documents to the Desford Vision website due to their large size. He also stated that there were now 2 sets of conflicting documents on the Desford Vision website.

Colin reminded the group that at the previous meeting it had been agreed that the consultation documents were only to be on the DPC website and that links to these would be provided on the Desford Vision website and DPC and DNP facebook pages. Bernard asked who would upload the documents to the DPC website. Colin commented that Jenny Crane had done this previously and he would ask if she was willing to do this again. **Action -Colin.**

David agreed to liaise with Derek as necessary to obtain the final versions of the 2 SSAs referred to above.

Scott reminded the group that there was a need to get the DNP finalised as soon as possible. It was a priority to get the correct documents onto the DPC website and to provide links to these. Colin said that this does not affect the SEA but does affect other things.

Discussion of the SEA recommendations took place.

Gary stated that the changes recommended by the SEA were innocuous and do not have a significant impact. There was no mention in the report of the Botcheston Bog SSSI. In his view this supports the need for a reduced level of consultation, rather than a repeat of the Regulation 14 consultation as HBBC have suggested.

The responses discussed and agreed by the DNPWG were sent by Gary on the 24.9.19 and are listed below.

Responses to SEA

These are the initial responses to the SEA recommendations. The final NP amendments will be made following consultation.

- Policy H1 currently seeks to exclude small scale leisure or tourism activities and other forms of commercial/employment appropriate to the countryside outside or adjacent to the settlement boundary which is inconsistent with the provisions as set in Policy E2. Agreed - we will amend policy H1 in line with the recommendations.
- Policy H2 could seek to encourage some mix of uses on site in response to identified local needs while still seek to provide the level and nature of residential growth outlined. As a site specific policy it is recommended that the policy makes it clear that proposals for the site are subject to other relevant policies of the plan in particular Policy H6 including matters relating to landscape character and biodiversity. Noted - we will include this reference in the supporting narrative. Examiners have removed references to other policies when stated in the policy itself on the basis that it is a given that all NP policies will apply

It is recommended for Policy H2 criteria (l) *Other financial contributions*Delete *at full planning application stage* as financial contributions requirements are not limited to full planning applications. Consider the inclusion of policy which seeks to encourage renewable energy infrastructure. Consider the inclusion of policy which seeks to protect and enhance pedestrian and cycle connections. *Agreed - 'at full planning application stage' will be deleted.*

- Consideration should be given to the potential for rural exceptions sites in terms of helping to meet affordable housing needs. This has been considered and rejected as the volume of housing contained in the NP alongside existing commitments and completions has provided significant levels of new housing including affordable housing.

- Policy H5/supporting text: It is recommended that it may be beneficial to identify the likely amount of anticipated windfall development that is anticipated to come forward during the plan period. Agreed - we will make a statement to this effect in the supporting narrative.
- Policy ENV 5: Consider an amendment that replaces *building or structure* to heritage asset in recognition that such assets can include landscape. Agreed - the recommended change will be made.
- For clarity the table of heritages assets provided at page 40 could identify those assets which are designated heritage assets and those which are non-designated heritage assets. Every heritage asset listed in the table is a non-designated heritage asset.
- Policy ENV 6: Consider the inclusion of the following *development shall be designed to sustain significant views that contribute to the character and appearance of the area.* Agreed - the recommended change will be made.
- Policy ENV 7: For Wind Turbine and Large-scale solar energy generation development developments seek to clarify that such proposals are subject to considerations of the rest of ENV 7 and other relevant policies in the plan. We will address this in the supporting narrative but not in the policy - Examiner's have removed references to other policies when stated in the policy itself on the basis that it is a given that all NP policies will apply
- Policy ENV 3: Consider the inclusion of *Work constructively with other organisations to seek to consider the possibility of installing major solar facilities.* This is not a policy and if included is likely to be deleted by the Examiner. A planning application cannot be determined against this statement which is more suited to a community action. We will incorporate this statement into the supporting narrative.
- Policy E2: Consider the inclusion of *or on areas of previously developed land in sustainable locations.* Agreed - the recommended change will be made.

Bernard asked about sending AECOM our responses to the SEA. Gary suggested writing a response to AECOM thanking Ian McCluskey and sending the responses based on the above discussion. Gary said that he would provide some wording for the responses, but that this, if agreed, would need to be sent by the DNPWG to AECOM and copied to HBBC. Bernard stated that AECOM have not yet sent through the SEA final report. Gary repeated that the DNPWG do not have to do another Regulation 14 consultation but there does have to be a consultation for an appropriate length of time, and all the appropriate authorities have to be informed. HBBC still think that a Regulation 14 consultation is needed and have also told Newbold Verdon NP group this; although they have given no indication as to why it is needed. Gary stated that what the local planning authority say is important and that HBBC have indicated that they will write to the examiner stating that they had recommended a Regulation 14 consultation, and this had been ignored. Gary said that Newbold Verdon PC had agreed not to do a further Regulation 14 consultation on their NP, and that if HBBC write to their examiner on this matter, he will also write to the examiner on behalf of Newbold Verdon NPWG explaining their decision. Colin noted that since the borough elections in May 2019 the political composition of the council had changed.

Colin agreed to contact the borough councillors and Newbold Verdon PC on this matter and Bernard volunteered to contact Newbold Verdon NPWG and to ask who they had consulted with and for how long. **Action-Colin and Bernard**

Actions needed to finalise DNP

Gary stated that there have been changes in legislation since the last version of the DNP. This will need to be acknowledged in the DNP. The recommendations of the SEA report will need to be incorporated. Bernard has provided new narrative for the housing section and this will be added. However Gary noted it was important not to change too much. Gary said that the

consultation statement will need to be revised and that the basic condition statement will need to be sent to HBBC for their comments. **Actions –Gary**

Bernard agreed to draw up a timetable about the consultation but will need help with the addresses. Bernard also agreed to write a draft for the Graphic **Action-Bernard**

95. Web page/ Twitter/ Spotted Desford:

Jim reported that the front page of the website was 6 months out of date and he needed help to update this. Suggestions were provided and it was agreed that this would be done. **Action-Jim.**

He also said that the minutes had been uploaded to the website and asked that Judy check they were all there. **Action –Judy**

96. AOB:

Letter to other parishes about interactions with HBBC

Bernard had written the letter and circulated the responses. Pat stated that there had been mixed views from the other PCs. Gary stated that any action would be counterproductive if not all PCs are agreeing. However there may be changes in the relationship between DPC/ DNPWG and HBBC after the changes in the council make up following May's elections. It was agreed that nothing further would be done on this matter at the moment.

CERDA planning refusal appeal

Terry stated that he had spoken against the CERDA planning application at the HBBC planning committee meeting and had agreed to present the DPC case at the planning refusal appeal.

He noted that a meeting had taken place on 20.9.2019 at HBBC at which this matter had been discussed. Scott and Terry had met with Sharron Wilkinson and Rhiannon Hill. Notes from this meeting had been circulated and a sample Statement of Case had been provided by HBBC.

Scott outlined the timetable for the appeal. By the 3rd October a Statement of Case will have to be provided by DPC and HBBC.

There will be a conference call with the planning inspector on the 17th October. Bernard provisionally agreed to help Terry with this. The evidence has to be submitted 4 weeks before the appeal hearing date (30th October). The appeal will take place on the 27th/28th/29th November 2019.

HBBC will have a barrister representing them as will CERDA. The HBBC barrister will not cross examine us but the CERDA barrister will.

Actual evidence needs to be provided to back up what is being said. However local knowledge and impact on the nature of the village can be included. The hearing will need to be focussed on the areas of disagreement. The planning inspector can be invited to visit the village and the DPC can ask for this to be done at a specific time.

Scott stated that Terry will need support at the appeal and back up on the telephone conference. Colin stated that he had been advised that anyone who wishes to speak at the appeal can do so, if they register on the first day of the appeal before 10am. He also stated that he hoped to register then so that he would be entitled to speak. He was reminded that it was possible to register earlier than this but there was a cut-off date for doing so (3rd October?).

Scott stated that HBBC's refusal of planning permission had been based around landscaping and also that the site was outside the settlement boundary.

Gary reminded the group that until the DNP has been submitted to HBBC it carries no weight. However evidence gathered for the DNP can be submitted. He also noted that NPs are not against all development but that they want to help shape future development.

Scott stated that Terry will provide the Statement of Case for the appeal and that this will be shared, and agreed with, the DPC planning committee. Terry offered to send a draft Statement of Case by the evening of 24.9.2019 and asked Judy to circulate it to the DNPWG. This was agreed. **Action-Terry and Judy.** A timeline will need to be provided of the DNP's progress.

Bernard agreed to help with this. **Action- Bernard**

Scott noted that a range of evidence needed to be gathered and help would be needed in doing this. For example: population growth in the past 5 years (pre and post Bellway development) and any extra services that the village has had during this time. He noted that there had been no growth in the capacity of the schools or doctors. Judy asked whether the DPC planning committee would have records showing the properties that have been built during this time. Pat stated that there would be minutes available of these meetings but that this information may be easier to access via HBBC.

Colin stated that there was current planning approval within Desford Parish for 97 new properties-80 on the Barns Way site, 13 adjoining Kirby Muxloe and 4 windfall within Desford village.

Martyn asked about whether there are any sanitation issues within the village. Pat responded that Severn Trent state that there are none.

Colin wondered whether DPC should pay for expert advice. Scott reminded the group that expert witnesses need to be named in advance.

Terry stated that CERDA's Statement of Case could be found by searching on HBBC's planning portal website. Ref: 18/01252/OUT

It was asked whether it would be possible to submit the DNP to HBBC before the appeal. The group were reminded that the SEA consultation needs to take place and the DNP approved by DPC before it could be submitted.

Martyn said that Desford is a key rural centre and therefore a magnet for developers.

Judy asked whether there was any way of publicising the appeal, and ask for the help needed besides social media. It was agreed to use the village noticeboards and A boards. A poster would be created and an email address provided for people to respond to. There would also be a box in the library for written replies. **Action- Scott**

One way system consultation

Colin said that a leaflet had been circulated to households within Desford village about the possible implementation of a one way system. The suggested one way roads are to help with traffic congestion and HGVs ignoring weight restriction signs. This was being done on behalf of the DPC and any comments needed to be sent in writing, or emailed to DPC, by 31.10.2019.

97. Date of next meeting:

The date of the next meeting is **Tuesday 15th October at 4.30 pm in Desford Library**

Meeting closed 4.55pm.

DNP Working Group minutes 15th October 2019
4.30 pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Judy Sharpe, Pat Crane (chair), Terry Robinson, Scott Wakefield

Apologies: Andrew Norton, Gary Kirk, Jim Houghton, Martyn Randle

98. Welcome: Pat welcomed everyone to the meeting and asked for apologies to be listed.

99. Minutes of last meeting / matters arising:

The minutes were approved as a true record and signed by Pat. There were no matters arising.

100. Declaration of Interest:

Bernard declared an interest as his property was on the Local Heritage List.

101. Chairman's Report:

There was no Chairman's report.

102. Treasurer's Report:

Bernard said that he had received an invoice for £1800 from Your Locale, for updating of policies and the finalisation of the submission of DNP. Bernard stated that he would pass this for payment to the PC Clerk.

103. Communication Officer's Report:

Bernard said that he had emailed his report to the group on the 14.10.19.

He stated that had not emailed Nik Green at LCC yet, but that he would now do so.

Bernard reported that he had, had extensive correspondence with HBBC. HBBC and he now agree that it is Regulation 13 of the 2004 regulations which sets the consultation process, because the timing meant that it could not be combined with the Regulation 14 (2012 regulations). He also thought that if the DNPWG duplicate the Regulation 14 process, there is little chance of legal challenge. HBBC has said that they are not unhappy with a three week consultation period.

104. Update on SEA Report, consultation arrangements:

Bernard stated that all interested parties need to be informed of the consultation before it begins. These include the 4 statutory consultees, land owners and developers and any council that borders Desford Parish. (These are Kirby Muxloe, Ratby, Bagworth and Thornton, Newbold Verdon, Peckleton and Leicester Forest East PCs and Blaby and Hinckley and Bosworth District Councils.) The letter giving notice of the consultation needs to be signed by the PC Clerk.

Bernard said that he didn't know all of the addresses for these. This was discussed and it was agreed to ask HBBC to circulate the information to those that the DNPWG did not know. It was also noted that a laminated copy publicising the consultation could be placed on a site, if the addressee could not be found. Pat agreed to find the letter from the previous consultation and amend as necessary. **Action- Bernard and Pat**

Pat thanked Bernard for all his hard work.

The poster publicising the consultation was then discussed. Bernard had drawn up the original poster and Pat had amended it to fit an A4 size. It was agreed to alter the wording to state that the documents could be viewed in Desford Library during normal opening hours. **Action –Pat.**

Scott asked whether it should include the opening hours of the library. It was agreed that this was not needed. Judy asked how many copies of the document would be needed. It was agreed

that there would be one paper copy each of the DNP, the appendices and the SEA report available. The public would also be directed to the DPC website via the poster on the parish noticeboards and a link on the Desford Vision website, and the DNPWG and DPC facebook pages. Colin to ask Jenny Crane to upload the documents (latest version of DNP, appendices which also includes SSAs, and SEA report) to the DPC website and to ask Lisa to put a link on the DPC facebook page. Judy to ask Jim to put a link on the Desford Vision website, and Kaye to put a link on the DNPWG facebook page. Wording from the first part of paragraph 4 of the poster is to be used. The DPC website would also need a comments form for responses. These would be sent to the DPC clerk. **Action- Colin and Judy**

A consultation period of Friday the 1st to Saturday the 23rd November 2019 was agreed upon. Judy would be available in the library to answer questions on Saturdays 2nd and 16th November, Colin on the 9th and Bernard on the 23rd. **Action-Judy, Colin and Bernard.** A comments form and box for responses would need to be provided. It was agreed to amend the previous form.

Action- Pat and Bernard

Bernard asked what happened to the comments at the end of the consultation process. Pat said that she would ask John Preston or Jhanvi at the RCC if they would be willing to collate these.

Action-Pat

David offered to contact Derek and Gary that evening, giving the proposed date of the consultation and ask them to clarify the site numbers of the SSAs as there had been some confusion over this. **Action- David**

Pat suggested that the land owners / developers who had made comments in the previous consultations should be contacted now as a matter of courtesy. **Action-Pat**

Bernard stated that the final draft of the SEA had not yet been received. However he would inform Ian McClusky of the proposed consultation dates. **Action –Bernard**

Scott asked who had funded the SEA. Colin stated that it was funded by Locality.

105. Actions needed to finalise DNP:

This had been covered under item 7.

106. Update on CERDA planning refusal appeal

It was agreed that this was sensitive information and should be recorded separately.

107. Web page/ Twitter/ Spotted Desford:

Jim had emailed to say that the DNPWG minutes from December 2015 to the present were on the Desford Vision website. There are 39 sets of minutes. Thanks were expressed to Jim for his work on this.

108. AOB:

There were no AOB items.

109. Date of next meeting:

The date of the next meeting is **Thursday 21st November at 4.30 pm in the Church Centre** to focus on the consultation and the CERDA appeal.

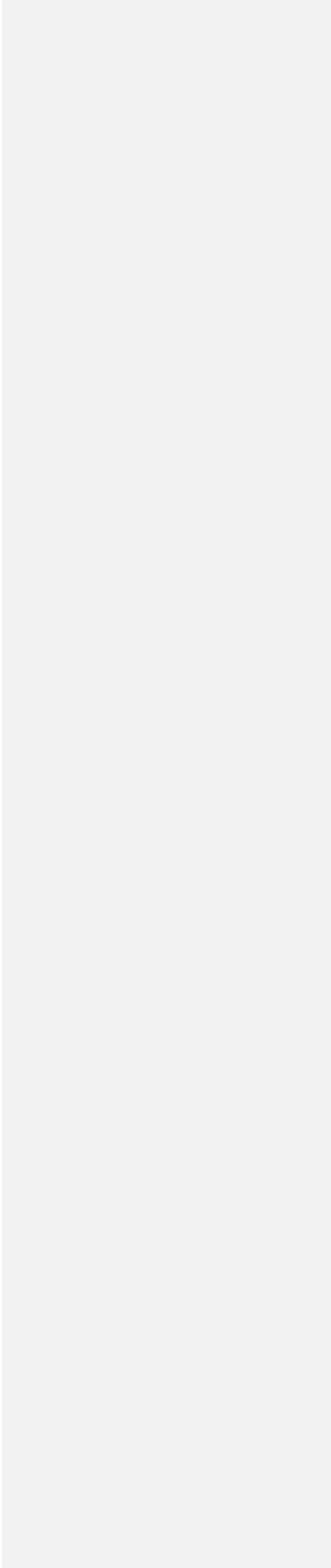
A provisional follow up meeting date of **Tuesday 3rd December at 4.30pm in Desford library** has also been suggested, to discuss the comments received following the consultation.

Meeting closed 6.05pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 21st November 2019
4.30 pm Desford Church Centre

In Attendance: Colin Crane, David Crocker, Judy Sharpe, Pat Crane (chair), Scott Wakefield, Terry Robinson,

Apologies: Andrew Norton, Bernard Grimshaw, Gary Kirk, Jim Houghton, Martyn Randle,

110. Welcome: Pat welcomed everyone to the meeting and asked for apologies to be listed.

111. Minutes of last meeting / matters arising:
The minutes were approved as a true record and signed by Pat. There were no matters arising.

112. Declaration of Interest:
There were no declarations of interest.

113. Chairman's Report:
There was no Chairman's report.

114. Treasurer's Report:
There was no Treasurer's report.

115. Communication Officer's Report:
There was no Communication Officer's report.

116. Update on consultation:
Pat reported that statutory responses had been received from Severn Trent, The Coal Authority and LCC. She had also had an email from a parishioner stating that the up to date appendices were not on the website. This has now been completed by Jim, Jenny Crane and Pat. The parishioner has been emailed to say that this has been done. The group was reminded that the consultation period does not end until Saturday 23rd November.
Colin commented that the plan was finally coming together. He said that after the consultation responses discussion at the DNPWG meeting on the 4th December the DNP could be put to DPC at their meeting on the 18.12.19; where it would hopefully be endorsed. However due to HBBC currently being in a state of purdah they have asked that the DNP is not formally submitted until early 2020. Colin also commented that he could not understand why the CERDA appeal is not subjected to purdah as all other planning meetings are not going ahead.

117. Actions needed to finalise DNP:
Pat reported that Bernard had sent an email to the group listing the steps needed to complete the plan.
She summarised these and said that they would be discussed at the meeting on the 4.12.19 with Gary.
Colin stated it was important to ensure that the appendices are referenced.
Colin said that after the steps outlined in section 7 have taken place the 6 week HBBC consultation will take place, hopefully starting on the 8.1.2020. The DNP will then be sent to the examiner and if agreed will be subject to a referendum. It was hoped that this might take place early summer 2020.

118. Update on CERDA planning refusal appeal

It was agreed that this was sensitive information and should be recorded separately.

119. Web page/ Twitter/ Spotted Desford:

Jim had emailed to say that the Desford Vision website is now up to date with the current versions of the SSAs, policies and minutes. He commented that it is currently receiving an average of 3 hits a day compared to the previous 2. Thanks were expressed to Jim for his work on this. Judy said that Kaye had emailed to say a link had been put on the DNP facebook page to the DPC website.

120. AOB:

There were no AOB items.

121. Date of next meeting:

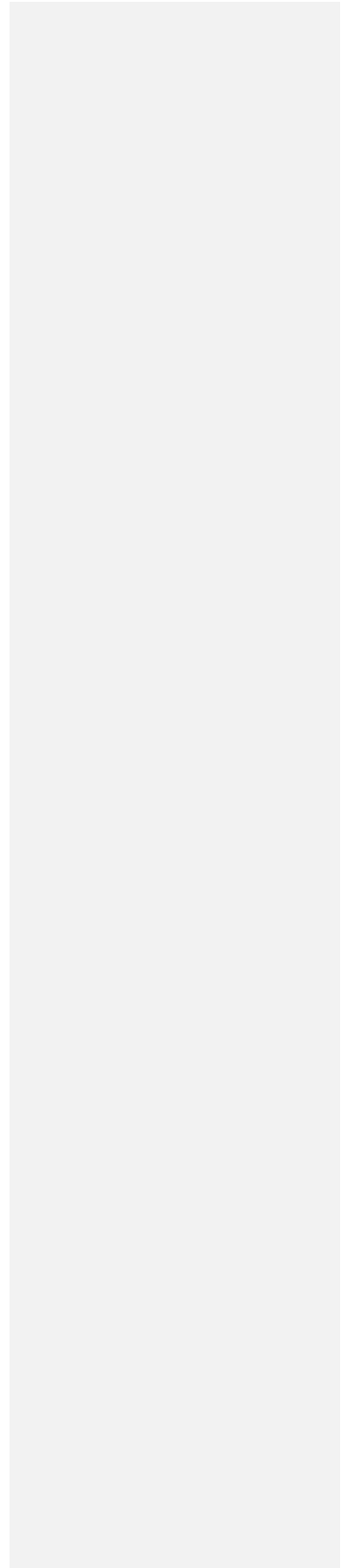
The date of the next meeting is **Wednesday 4th December 4.30 pm in the library** . This will focus on the consultation responses.

Meeting closed 5.22pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....



DNP Working Group minutes 4th December 2019
4.30 pm Desford Library

In Attendance: Bernard Grimshaw, Colin Crane, David Crocker, Gary Kirk, Jim Houghton, Judy Sharpe, Martyn Randle (chair), Scott Wakefield, Terry Robinson,

Apologies: Pat Crane

122. Welcome: Martyn welcomed everyone to the meeting and asked for apologies to be listed.

123. Minutes of last meeting / matters arising:

The minutes were approved as a true record and signed by Martyn.

Bernard commented that in the sensitive information section of the 21.11.19 the minutes stated that 'submission of the DNP to HBBC had been delayed by the current state of purdah for HBBC' and that this was not strictly true. It was agreed that this should be changed to 'the progress of the DNP to HBBC had been delayed by the current state of purdah for HBBC'.

124. Declaration of Interest:

Bernard declared an interest as his property is on the Local Heritage List.

125. Chairman's Report:

Martyn apologised for the lack of a Chairman's Report at recent meetings. He reported that emails about climate change and biodiversity had been received and circulated and asked whether anything needed to be done about these. Gary said that nothing needed to be done at present. However they could be added to the DNP in the future.

126. Treasurer's Report:

Bernard stated that there was no change in the financial situation from his previous report.

127. Communication Officer's Report:

Bernard commented that he had received and distributed the emails referred to in the Chairman's Report.

There had been a NP meeting at County Hall the previous week, but no one from the group had been able to attend.

He also said that Fran from HBBC had sent a checklist submission email which he had circulated.

128. Update on consultation:

129. Actions needed to finalise DNP:

It was agreed to discuss these two items together.

Bernard commented that during the recent appeal he had received a polite request from HBBC requesting that the wording describing the view descriptions in the DNP should be similar.

Comments were also made that there were no dates attached to the photos. If this applies to the draft plan rather than the appendices it will need looking at in more detail. Bernard stated that he had reiterated that the view section had not been designed for the appeal. **Action: Pat and Judy and Environment Group** to look at these and amend as necessary.

Gary stated that he had tabulated the responses to the recent consultation and added his draft responses. The responses in black indicated no major change was needed, but those in red needed discussion. The red draft responses were discussed individually and the response agreed by the group. Gary noted these and agreed to amend as necessary. **Action: Gary**
A number of general points were raised by this discussion.

Gary stated that there had been a lot of criticism that the consultation had only been for 3 weeks. He said that HBBC had previously stated in a letter that a focused SEA consultation could be 3-4 weeks. Bernard pointed out that there had only been minor changes to the draft DNP. Bernard said that at the appeal the housing figure of 163 had been questioned. However this figure had come from HBBC as the borough share, not from the DNPWG. Gary said that the DNPWG do not have to justify this figure.

Gary noted that there had been criticism that the preferred site had not been the highest scoring. It was confirmed by the DNPWG that it was the highest scoring. He mentioned that developers were scoring their own sites resulting in different outcomes; whereas, to be consistent, all sites have to be scored by the same people, using the same criteria, and that this had been done by the DNPWG. Colin stated that he had to be comfortable with this consistency as chair of the Parish Council.

Gary clarified that the recent consultation had been done on both the SEA and draft DNP. This was agreed.

Gary commented that LCC had mentioned biodiversity, but that this was a criticism of the SEA itself. Bernard said that if the comments improve the draft plan they should be considered. Gary asked if these should be sent to Ian McCluskey. David said that the SEA report had been done already and that it was unlikely that AECOM would want to change it. Gary thought that it would be useful for AECOM to see these comments and added that if there are questions about AECOM these could go to Ian McCluskey after the 8.1.2020.

Colin stated that he wanted the draft DNP to go to the DPC meeting on the 18.12.19 and if approved be submitted to HBBC on 8.1.2020.

David asked what happened to the responses. Gary stated they are submitted to HBBC with the draft plan. They have been collated and do not have to be sent individually. They are then sent to the examiner.

In relation to the submission of the DNP Gary said that HBBC will do a validation check first to ensure that they have received all the documentation. This may take 2 weeks or so and will happen before the consultation period can begin.

Gary asked if there were any other changes. Bernard replied that there were only those that had been previously listed.

David asked whether it was possible to ask for specific types of housing. Gary stated that this wasn't possible, although the examiner may comment on this and it could be added into the plan later.

Martyn asked what actions were needed to complete the plan.

Gary replied that the text will need to be updated as previously discussed and the view descriptions need to be discussed by the environment group and any changes incorporated.

Gary said that he would be able to provide a template letter to go with the submitted documents. In addition to the DNP other documents were required. These include a map of the area, consultation documents including dates of all DNPWG meetings, the basic condition statement, SEA report and the draft minutes of the DPC meeting where the DNP was approved. Judy reminded the group that Fran had emailed a checklist for this which Bernard had circulated. Gary said that he would email the updates and check the appendices and hoped to do this before Thursday 12th in order for the DPC to have time to be able to read the documents before their meeting on 18.12.19. **Action: Gary**

Bernard reminded the group that HBBC had requested the documents both as hard copy as well as an online version.

David asked whether there was a set time scale for this to take place at HBBC. Gary replied that it generally took 2 weeks from submission to the start of the consultation process. HBBC will need to advertise the consultation and distribute the DNP. They will have to appoint an examiner, which the DPC will need to approve. Gary commented that he can advise on this if desired. The examiner may send out queries to the DNPWG via HBBC. These will only be for the

purposes of fact checking. Gary stated that the DNPWG will have to be aware that the examiner will make changes to the DNP. He stated that it usually takes 6 months from submission to referendum.

130. Update on CERDA planning refusal appeal

Bernard reported that he, Terry and Colin had attended the appeal. He said that Terry had done a very good job on the traffic section. However the fact that HBBC does not have a 5 year land supply was a major issue. He also commented that the landscape man and the two barristers (representing HBBC and CERDA) were very competent. Bernard said that he was cross examined about the DNP. He stated that in his opinion the HBBC barrister gave a very good closing submission, however this was destroyed by the CERDA barrister saying that the site should go ahead to help with the HBBC 5 year land supply.

Jim said that he was willing to help in any way. He also offered a vote of thanks to those who had attended the appeal and for all their work previously. This was endorsed by Colin. Bernard said that he would write an email to Fran about what is happening. **Action: Bernard.** He also asked whether the DNPWG needed to present the DNP to the DPC at the December meeting. Colin said that unfortunately there would be a lot to discuss at that meeting, so there was limited time for this.

131. Web page/ Twitter/ Spotted Desford:

Jim stated that all the minutes were on the website apart from the October and November meetings. It was agreed that these could be done.

132. AOB: There were no AOB items.

133. Date of next meeting:

The date of the next meeting is **Tuesday 11th February at 4.30 pm in the Library .**

Meeting closed 6.12pm.

I confirm this is a true record of the meeting:

Signed..... Name.....

Date.....