

Creaton Parish Council
Neighbourhood Plan Advisory Committee

Minutes of the meeting of the Creaton Parish Council Neighbourhood Plan Advisory Committee held on 22nd November 2023.

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| 1 | Appointment of Chair and minute taker
Cllr Chris Reading, Chair; Richard Hollingum, minute taker. These positions to be held for the foreseeable future. It was agreed that the minutes will be forwarded to the Parish Council and a copy placed on the village noticeboard. | Action |
| 2 | Welcome and Apologies
Present:
Cllr Chris Reading, Geoff White, Louisa Norrie, Richard Hollingum, Gary Kirk (YourLocale),

Apologies:
Bill Warden, Tom Kimbell, Lucy Kimbell | |
| 3 | Declarations of Interest
There were no declarations of interest. | |
| 4 | Neighbourhood Planning – Benefits and Issues
A broad ranging discussion took place on the following topics: <ul style="list-style-type: none">• Response from WNC re clarification of the development of the new Local Plan (copy of response attached). The new Local Plan will not be accepted before March 2026 and this date may change. The Creaton Neighbourhood Plan will be judged against the extant Local Plan at the time.• The email from BW was discussed and the Committee felt that, at this time, it was not looking to nominate sites for development. GK pointed out that the Neighbourhood Plan should reflect, in a positive manner, the progression of the village and community and whilst it may not propose specific sites for development, it can enshrine specific local rules for developers to adhere to. These may be similar to those in the current Design Statement but will be enforceable.• The Neighbourhood Plan will determine planning policies within the village and it is possible that there may be some divergence from the WNC Local Plan. The Examiner is independent and examples were cited by GK whereby the Examiner has overridden the objections of the local planning authority. | |
| 5 | Terms of Reference
Some members of the meeting had not received the discussion document so it will be placed on the agenda for the next meeting. A copy is attached. | RH |

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- 6 Draft Programme**
Some members of the meeting had yet to receive a copy. Questions were raised about the length of time the theme groups have to develop the strategy in the various areas. These will be examined at the next meeting. A copy of the draft programme is attached. **RH**
- 7 Funding**
The initial funding of £10k has been received by the Parish Council. It was noted that there had been no contact from Locality regarding Technical Support and GK will contact the Parish Clerk to follow this up. The Technical support will be used to carry out the Housing Needs Assessment. WNC have proposed that we carry out a Housing Needs Survey but the Committee decided not to pursue this as GK advised that the Assessment will be sufficient for the Neighbourhood Plan submission. **GK**
- 8 Next Steps**
- Vision Statement
RH circulated a proposed statement. This will be discussed at a future meeting once the programme is underway.
 - Logo
6 logos were submitted by CR. No 6 was selected. Copy attached.
 - Questionnaire
Setting up a questionnaire is an early activity. GK will circulate an example and LN will coordinate the development of one for Creaton. **LN**
 - Land Owners
It is important that the Committee are aware who the landowners are, particularly those whose land abuts the village envelope. It is thought that the Committee may be able to name the majority of such landowners, but Land Registry may have to be consulted for some. This will cost approx. £15/parcel of land. **GW**
 - Local Stakeholders
The Committee needs to compile a list of local businesses, organisations and groups that use the village and its amenities.
 - Communications
Disseminating the progress of the Neighbourhood Plan and keeping the community informed is important. The Committee will use Village Link, Parish Council noticeboard and have a web site on the Parish Council website. **CR/RH**
 - Internal communication, ie within the Committee will be by email or face-to-face discussion. Contact with the Parish Council will be via the NPAC Chair and by attending PC meetings. **CR**
 - History of the parish
GK pointed out that this is an important part of the finished documents as the Examiner will not have an idea of the parish. RH will lead on the writing of a suitable section. **RH**

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- Skills Audit
GK suggested that we have an audit of the skills of the Committee members to ensure that the best use is made of members strengths and that any gaps can be identified. Whilst it was felt that the members knew who they were, it was a good idea to do this. **CR**

9 Date of Next Meeting

Monday January 8th at 19:30 to be held at Lilac Cottage

Agenda items for next meeting to include:

- Terms of Reference (CR)
- Draft Programme (CR)
- Questionnaire (LN)
- Land Owners (GW)
- Skills Audit (CR)
- Scoping Paper (GK)
- Open Event Date
- Soci-economic Data (GK)

Attachments

- Email with Jane Parry, WNC
- Draft Terms of Reference
- Draft programme
- Logo