

Meeting Note

24/09/2015

Roecliffe and Westwick Neighbourhood Plan

Present:

Jim Bolland Roecliffe & Westwick Neighbourhood Plan Working Group

Keith Pettit Roecliffe & Westwick Neighbourhood Plan Working Group

Dave Siswick Roecliffe & Westwick Neighbourhood Plan Working Group

Janet Entwistle Harrogate Borough Council

1. Neighbourhood Area Designation

JE confirmed that, following designation of the neighbourhood area on 2 September 2015, the Council have publicised the designation in line with the Neighbourhood Planning regulations.

2. Next steps:

a. Working group/stakeholders/meetings

Discussed representation on the working group – DS confirmed that the group has representation from across the local community, including a major employer on the Bar Lane industrial estate. It was agreed that the working group would consider:

- Whether further representation from the business community should be sought
- Whether the working group needs to be formally constituted by the Parish council/arrangements for reporting back to the Parish Council and provision of meeting notes on the website.
- Whether some or all Working Group meetings should be made open to all residents/businesses/stakeholders
- Where Working Group meetings should be held
- Agreed that the group would continue to put all meeting minutes on the Roecliffe & Westwick website

Action: Working group to consider the above discussion areas and action as appropriate.

b. Resourcing/assistance – HBC/others

JE confirmed that HBC will provide assistance to the group throughout the neighbourhood planning process. JE suggested that the group may also wish to seek funding through Locality in order to fund additional help. JE highlighted the Local Plan timetable and the need for resourcing requirements to be identified and planned in advance.

Action: JE to provide contact details so that KP can look into the availability of funding and the possibility of advice/support from Planning Aid or other appropriate bodies.

Post meeting note: Please see the 'grants and support' section of this webpage: <http://mycommunity.org.uk/programme/neighbourhood-planning/>. As discussed two types of support are available: Technical support and neighbourhood planning grant. In the first instance you may wish to consider applying for the Neighbourhood Planning Grant so that you can procure help to put together a project plan. Have a look at the guidance notes on this webpage. Locality can be contacted on 0345 458 8336.

I also mentioned at our meeting that planning aid have previously been involved in providing direct assistance to neighbourhood planning groups – I have looked into this and it seems that changes to government funding mean that planning aid is no longer providing this type of support directly to groups, with groups instead being advised to contact locality and apply for a grant to procure direct support.

c. Immediate actions

- i. Project plan – discussed the need to set out an initial project plan, which will detail the tasks which will be undertaken, the timescales for completing them and also taking account of the on-going Local Plan timetable.
Action: JB/DS/KP to look at preparing a project plan, drawing on the advice contained within the Locality Roadmap guidance. If required it may be appropriate to consider securing additional support through locality to advise on the initial project plan. *You may find it useful to have a look at the Planning Aid guidance on the Locality website in relation to project planning: <http://mycommunity.org.uk/resources/neighbourhood-planning-how-to-project-plan/> this includes an example template to make your own plan and guidance about what it should contain.*
- ii. Review of National/Local policy and other material evidence
Action: JE to provide a list of relevant National and local policy documents/evidence base documents which the group will need to familiarise themselves with.
- iii. Preparation of draft vision and aims – the group have started to progress a draft vision. A survey has been drafted by the group, the results of which can feed into a refined version of the draft vision and aims.
Action: JB to forward the draft survey/covering letter/draft Vision statement to JE for review/comment.
- iv. Consultation on draft vision and aims – once the draft vision and aims have been refined, it was suggested that it might be appropriate to consult widely on these – including all residents, businesses, statutory consultees (as set out within the locality guidance), neighbouring parish Council etc. The group discussed the need to consult widely in order to ensure a transparent process and to encourage support from the early stages of the process.
Action: JE to provide the address list used for the Area Designation consultation mail-out.
- v. Development of policies and site designations – following the survey/consultation, the working group should look at all of the issues raised and determine which issues can be most appropriately dealt with through a land use planning document and whether any issues would be more

appropriately dealt with through a management plan/other type of document. This will help the working group to narrow the scope of the Neighbourhood Plan to land use issues.

2. Local Green Spaces

JE confirmed that the Council have received the Parish Council's Local Green Space submission.

Action: JE to review the submission and feedback on whether there are any additional information requirements outstanding.

3. AOB

It was agreed that the working group would make contact with JE once the following actions had been completed:

- working group membership/constitution/arrangements reviewed
- Working group familiarised with national/local policy guidance and context – (list/links to documents to be provided by JE)
- Working group have researched grant funding/considered whether they require additional support to progress the project plan and made applications/enquiries as appropriate.