

Rolleston on Dove Parish Council - NDP Steering Group - Minutes of Meeting

Minutes – Meeting held 24th July 2017 at 6.00pm

Location	Rolleston Club Committee Room
Attendees:	Cllr Barry Gooding (BG), Cllr Steve McManus (SM), Lisa Claber (LC), Jo Daniel (JD), Peter Barnett (PB)
Distribution:	Attendees + Parish Clerk + Parish Councillors + Philip White (PW)
Chairman:	Lisa Claber (LC)
Next Meeting:	TBA

Purpose of Meeting: To meet with consultant who will assist the PC with producing the NP and review outstanding actions from previous meeting

Contact details of members

Lisa Claber - Chair - lisaclaber@gmail.com; lisa.claber@purposefpr.co.uk; 01283 569144; 07971 800 836

Barry Gooding - Minute Secretary - barali01@btinternet.com; 01283 812116; 07799 436538

Jo Daniel - jo_daniel@btinternet.com; 01283 350505; 07956 115998

Peter Barnett - pethelbarnett@aol.com

Philip White - philipwhite@ahwlegal.com; 07712 836242

Steve McManus - artsm@btinternet.com; 07824 901502

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.0	Apologies for Absence		
	Philip White		
2.0	Meeting with Hannah Barter of Urban Vision, planning consultant		
	Lisa, Peter and Barry met with Hannah Barter prior to the Steering Group meeting. Prior to this meeting Lisa had contacted other prospective planning consultants, this resulted in none being available to help at this time.		
	Hannah Barter introduced herself and her company Urban Vision, who are located in Leek Staffordshire. Hannah is a		

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	<p>Director/Partner with a Dave Chetwyn. Hannah is Chartered Town Planner and Urban Designer.</p> <p>Hannah delivers general planning consultant services and has been involved with NPs' for Yoxall, Doveridge, Asbourne, Quardon, Checkley, Barlaston, Stone, Ashton, Grindon, Madeley and many others.</p>		
	<p>Hannah had carried out a review of the Rolleston NP, dated August 2015 prior to the meeting. Barry explained that the present document had been agreed with ESBC, apart from the issue with the College Fields. Her general view was that it is a very long and is "heavy" read with many areas of repetition. The present Steering Group members agreed with her comments and it was agreed that the document required reformatting but maintaining the main content of the document. There is a need to simplify the document to make it more readable with the main points and policies at the start of the document.</p> <p>Hannah is to provide Lisa with a Template to work with, and Hannah would advise Lisa and the group as required.</p> <p>A few specific points raised by the group and commented on by Hannah were: the NP year should be for the period, say 2017-2033 (not 2031) to ensure that when the current Local Plan ends the Rolleston NP is still current; the current Settlement Boundary, now including the College Fields development should be highlighted in a Policy on Housing as the Strategic housing site and no-infill to be allowed; the current Settlement Boundary included in the Local Plan should be maintained in the village NP</p> <p>Urban Vision would assist and guide the Steering Group with producing the NP to Referendum but not produce the document in its entirety unless required. To this end it was agreed that Urban Vision would provide a Project Plan detailing all the various elements required as a road map. Urban Vision will provide a quotation to the PC for this work and meet with the group to go through what is required.</p>		
	<p>Lisa informed Hannah that monies were still available for producing the NP but would not cover the whole costs. The PC would need to apply for additional monies from "locality".</p>		
3.0	Main Steering Group Meeting at 6pm		

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3.1	Lisa introduced Hannah of Urban Vision to the full Steering Group membership.		
3.2	Hannah gave a brief resume of herself and Urban Vision and listed out the NPs' she has been involved with. Lisa recommended Urban Vision to the group to assist with the production of the NP.		
3.3	ALL members of the Steering Group agreed to the proposal made by Lisa. Lisa and Hannah confirmed that the first work to be carried out by Urban Design is a Project Plan. Urban Vision would supply a quotation for this work to the PC. Urban Vision would supply company details to the PC in order that an order can be raised. Lisa is to update Jane, Parish Clerk, on this work. This activity and raising of an order is URGENT and critical to achieving our programme.	LC	25.07.17
3.4	The members were informed of the monies still available to carry out the work and that the PC would need to apply for additional monies from "Locality" which would be £9k.		
3.5	A review of the previously provided ESBC programme for producing a NP to Referendum was carried out. Hannah suggested that we should be able to go to Referendum in September 2018 at the earliest. There was a need to produce a First DRAFT Plan by end September 2017.	ALL	30.09.17
3.6	Lisa has agreed to work on the plan and to this end BG is to contact Jane, Parish clerk, for a .word document.	BG	24.07.17
3.7	Hannah is to send to Lisa a Template as soon as she returned to her office.	Urban Vision	25.07.17
3.8	The Steering Group is to meet with Hannah on Monday 14th August at 7pm to discuss the Project Plan	ALL	14.08.17
3.9	Before Hannah left the meeting, Lisa thanked her for attending the meeting and for the advice given.		
4.0	Minutes of meeting held 5th June 2017 and review of Actions		
4.1	Item 4.2 Actions Page 3 Item 1.7 of NP. SM had reviewed the NP and produced a Vision and Strategic Aims proposal. After discussion and		

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	clarifications it was agreed that Lisa would use this in the revised NP		
4.2	Page 7 - LC is to update the Growth of Village Table		
4.3	Page 14 - Health. PW is yet to review this section	PW	31.08.17
4.4	Page 31 - Open Space Section 6 Shotwood Close green space. BG has been in contact with Jane, Parish Clerk, who is still attempting to obtain a suitable map of the area	BG	31.08.17
4.5	Programme and Action Plan. Although LC had not produced an Excel format of the ESBC plan, it was agreed to wait for the Project Plan from Urban Vision		
4.6	Item 8.0 The PC is yet to formally "withdraw" the existing NP. LC to contact ESBC and Jane, Parish clerk.	LC	25.07.17
5.0	AOB None		
	Date and time of next Steering Group Meeting		
	Monday 14 August 7pm in Committee Room of club	ALL	