



Neighbourhood Plan Committee

Minutes of Neighbourhood Planning committee held on Wednesday 16th January 2019

Attendance:

Nick Acklam – Chair	Present
Charlotte Cane	Present
Penny Greenhill	Present
Jo Riches	Present
Sarah Phipps-Rhodes	Present
Catherine Gibson	Present
Diana Ward	Not Present

Apologies for absence - received and approved

1 - Election of Committee Chair –

- Nick Acklam elected as chair of the committee. On appointment, Nick advised the committee that he would prefer the committee to be called The Reach Neighbourhood Project Group rather than the Neighbourhood Plan Committee. This, he hoped, would form a 'plan to shape the village', possibly through to 2035.

2 - Priorities through to May 2019

- A project timetable will need to be established which should include, the engagement strategy moving forward and rough timescales that the plan should be completed by. Deferred further discussions on this until the next meeting.

3 - Proposed Neighbourhood Plan Area

- No comments were made on this, deferred to the next meeting.

4 - Committee Membership

- The Neighbourhood Project Group needs to be kept to a manageable level, ideally 10 members. A skills survey (sent by Charlotte Cane) will be circulated to current group members to see how best to delegate tasks out.
- Agreement that the Neighbourhood Project Group still needs volunteers.
- A village questionnaire was discussed. This is not something to be actioned right away.

5 - Initial Funding

- Initial cost to the village will be £400 to get started on this project. Further funding will be required and will be available from the local Authorities as well as through the central Government.

6 - Terms of Reference

- Determine the overall scope and objectives of the plan Manage the process of preparing the plan and prepare and monitor a project plan. Build and maintain links with the Local Planning Authority.
- Purpose and objectives - The objective of the group is to produce a sound Neighbourhood Plan that defines the planning policy priorities identified by the community considering all representations made during the plan-making process and having regard to all relevant existing plans.
- Yet to be agreed if the Neighbourhood Project Group will be a sub-committee of Reach Parish Council or an independent body.
- Flag any areas of the project that need to be evidence based – discussed that perhaps one area of this is affordable housing, what specifically do we mean by this? Considering a housing needs survey to get the full outcome of this.
- Chair Nick Acklam is going to speak to Sally Jackson (Peakirk Neighbourhood Plan Group) to come and talk to Neighbourhood Project Group to discuss possible routes that could be taken here.
- Establish the best way to keep the whole village up to date with progress of the Neighbourhood plan, use of social media (Catherine Gibson going to look at the use of Facebook), the village website (Nick Acklam will be speaking to David Parr about a link on the village website. Bryan Pearson (local resident) mentioned he would look into the URL ownership who he believes is Air Broadband.), the village magazine. It is understood that the Parish Council have started considering the use of 'My Neighbourhood'. If the route of email communication is best, the group need to consult with the Parish Council under the Data Protection policy. It was agreed that the Neighbourhood Project Group needs to use as many channels as possible.
- It was discussed that the best way to make villagers aware of the Reach Neighbourhood Project Group would be at the Reach Fair and reporting to the Parish Council AGM. This timetable could possibly prove problematic due to local elections falling at the beginning of May

7 - Data Protection Issues

- Circulation of emails, all Neighbourhood Project Group members agreed to this.
- Further communication needs to be held regarding gaining villagers email addresses and the data protection around that to keep everyone informed.

8 - Dates of Future Meetings

- All members in agreement that next meeting would be on the 30th January 2019 subject to the Village Hall be available. There is possibility of this being postponed to a later date.

Chairman:

Date: