

REACH

PARISH COUNCIL

Minutes of Neighbourhood Planning committee held on Wednesday 30th January 2019

Attendance:

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

Apologies for absence - received and approved

1 - Minutes of the last meeting –

All approved as read

2 - Actions from the last meeting not otherwise covered on the agenda

- Nick Acklam discussed the action (project) plan that has been drawn up and circulated to the group. Currently in discussion how to divide up responsibilities amongst the group. This is a live document that is subject to edits.
- Communications and engagements – It's been confirmed that the group can have access to the Reach Village Facebook group. Still need to be decided whether the group will have their own Facebook group keeping villagers aware of progress being made.
- David Parr is happy for the group to have a page on the Reach village website to update villagers on. Jo Riches has agreed to handle all communications and engagement.
- Nick Acklam has already written a piece for the village magazine.
- Charlotte Cane is to circulate a Skills survey to the group. Established that the group needs to be representative of the village as a whole. All will send this Skills survey back to Charlotte as a central point.
- Registration of the group is to still be covered.

3 - Terms of Reference for the Group

Governance. We agreed that we should work to the Parish Council as the qualifying body for the Plan and went on to discuss how we wanted that relationship to operate. Nick Acklam has spoken with Henry Clark and Sally Jackson from Peakirk. Whilst ultimately accountable to Peakirk PC, the Peakirk NP team had operated independently the Parish Council, was not a PC committee and had governed its own affairs. Peakirk PC had acted as banker by receiving the grants and making any payments and had been well represented on the NP team. One of the key reported advantages was that Peakirk NP was not seen as a PC initiative, which had improved engagement with residents. We agreed that we would propose a similar relationship for the Reach NP Project group to the PC for approval

Purpose – Still to be established where its suitable for potential housing in the village, if the village has the need. But clarity on the need will result in the village having more influence over the type of housing it feels it needs.

- Within the ECDC Local plan for housing, there was no quota for housing within Reach.
- A housing questionnaire will be drawn up and circulated. This has been done in the village previously.
- Data can be obtained from ECDC to assist in initial research. For example how many houses in Reach are on housing benefit.
- The group needs to look into nature conservation areas, possibly even community projects, safe cycle routes to Burwell and the Swaffham areas.
- The Reach Fair and annual general Parish meeting are the first events of the calendar year where we can get traction on this. The group need to have a confirmed agenda by that time.

Finance – all grants and funding will be applied and held by the Reach Parish council.

Principles – The group will aim to engage the entire population of Reach in the development of the plan. Sometimes calling on external stakeholders for support.

Approach – The group will aim to drive to a conclusion in a time sensitive manner. Sticking to the action plans and draw on local expertise where necessary.

Membership – It was agreed that the group needs to be kept small. The group will evidence any skill gaps within the current group and aim to plug them where possible. It was agreed that there will be a Parish Council representation at every meeting. External support (paid for where needed) to meet group requirements will be called upon.

Work processes – The group are planning with a light touch approach, stay rigorous, meet frequently (at least once a month) at locations that are accessible to the public and have complete transparency to the village.

4. Agreeing the Neighbourhood Area and submitting an application to ECDC

- A map was distributed amongst the group and everyone agreed with the boundaries. It was agreed that a member of the group needs to communicate with the residents just outside of the boundary and notify them of the neighbourhood plan taking place. These residents still need to be considered a part of Reach and within the decision making for the Neighbourhood plan.
- On assumption that the PC concurs, we will help the Parish Clerk to register the boundaries.

5. Group membership and responsibilities

- A skills analysis still needs to be undertaken. The group wants to ensure that it is diverse and engaging with all ages of the village community. The Group thanked the two members of the village who had attended the meeting and agreed to keep a list of villagers who had volunteered to help and aim to use them in the emerging work streams.

6. Initial Funding

- Discussed earlier in the meeting, we would like the Parish Council to hold a separate bank account for the Project group. Initial sums required to kick start this are not substantial.

7. Initial discussion of the Issues that the Group believes should be covered in the Plan. Nick asked members of the Group to send him the key issues which they felt should be addressed in the Plan and he would produce a paper for discussion at the next meeting. This would provide an initial framework with which to go the village for views. Nick also asked for members of the Group to volunteer to lead the work around these issues which initially would involve evidence gathering to support proposals.

8. AOB

There was none.

9. Dates of Future Meetings

The next meeting will be held on the 13th February at the Reach Village Hall.

If you have any enquiries regarding these minutes please contact Nick Acklam Chair of the Project Group on 01638 743749 or email acklam@reach-village.co.uk