**STURTON AND STOW NEIGHBOURHOOD PLAN GROUP**

**Notes**

**of the meeting**

**held at**

**7pm Thursday 13th September 2018**

**in**

**Sturton Old Schoolroom.**

**Present:** Mel Banham (Chair), Pam Duncan, Carol Gilbert, Carl Hawke (from 8.10pm), Mike Metcalfe, Norman Read, Dennis M Taylor, Phil Turney, Clive Thompson, Lorraine White

**7 - 8pm**

 **OpenPlan Tender**

 Following the discussion at our last meeting, James Green, Senior Planner with OpenPlan Consultants Ltd, our current preferred provider, attended along with John Bayes.

 James outlined that OpenPlan works in the public sector both here and in the Caribbean and they work with a number of groups in Lincolnshire and are thus familiar with the Central Lincolnshire Plan. They are a small team of five on the planning side and their approach is to work alongside the local community, getting steering groups and local communities involved and utilizing local experience and skills rather than just taking the data and writing the plan. The process can be protracted because of local government timetables, however, twelve months is achievable.

 James asked about the work done so far and Mel outlined what has been done:

* Sturton Village Appraisal 2003
* November 2017 Consultation, which echoed some of the outstanding issues from 2003
* Publication and circulation of a leaflet to all households
* Articles in Sturton Newsletter and in the Parish News
* Website
* Communications matrix/stakeholder analysis
* Attending local events such as the monthly market in Sturton Village Hall, the History Society Open day in Stow Minster and the plan to attend the Sturton and Stow Agricultural and Horticultural Association Show on 6th October

 James commented that the key is:

* getting Neighbourhood Planning into people’s consciousness and piggybacking on local events, which can then lead to a better attendance at any consultation meeting.
* Keep it simple
* Keep records of events, how publicized, numbers of people and the comments generated

 All of which will help develop the questionnaire. They have a template for recording comments, which they can make available.

 Given what we have done so far, we may be at the stage of doing the questionnaire. Questionnaires tend to generate 50% of comments on issues a Neighbourhood Plan cannot affect. However, the issues can be collated as community aspirations and may be relevant for future funding bids.

 The Neighbourhood Profile can describe the local character, which can be reflected in planning decisions. Where there is significant scope for development within the housing allocation, OpenPlan can

 help communities look at where they might want development, but this exercise would not be cost effective if there is limited scope. Communities can select green local spaces, which may have historical or recreational importance; the examiner will check that this is not over-used. We need to check what allocation is left.

 Mel mentioned that a recurring theme is flooding, sewerage and water recycling capacity and the impact of any development on this.

 James advised that we take a 15 year view as it needs to be in line with the Central Lincolnshire Plan. They can provide templates we could use including for the Consultation Summary. OpenPlan would be available to do the first draft on more technical documents. OpenPlan would help develop a Character Profile (rather than OP purely writing a Character Assessment), for example, it could include local footpaths and how a walkabout could highlight improvements eg a bench on the footpath. OP would do the Basic Condition Statement. They could set up a Dropbox or Googledrive for all documentation.

 Consultation events need to draw in those people who might not otherwise attend meetings. (Wine and cheese have been offered in some villages).

 Mel thanked James and John for their input and this part of the meeting finished at 8pm.

1. **Apologies** Gordon Bruce, Ben Irving, Anne Taylor
2. **Notes of the meeting held on 9h August**

The notes were agreed. Thanks to Carol. The notes can be made available on the website and to the wider circulation list.

1. **Matters arising not otherwise on the agenda**
	1. **Stakeholder Mapping Exercise**

The mapping exercise has been circulated**.** Any further comments to Gordon.

**3.2 Public events Mel Banham**

Feedback from Sturton Market on 1st September – Mel spoke with half a dozen people including some showing great interest. Issues regarding sewerage and flooding were raised.

 The next event will be the Show on 6th October.

 **Action**

* **Lorraine and Pam confirmed that a table is being made available for the group**
* **Mel asked that Gordon organize a rota for cover. The Show is open to the public from 1.30pm and the stand would need to be staffed till 4pm when the Prize Giving starts.**
* **Mel and Gordon will liaise over the display and setting up in the morning.**

**4. Budget Mel Banham**

Mel confirmed that Sturton Parish Clerk has lodged the grant application on our behalf.

1. **Appointing Consultants**

**5.1 Character Assessment Carl Hawke**

**5.2 Consultation Mike Metcalfe**

The group identified a number of issues that need further discussion and negotiation with the consultants.

 **Action**

* **Carol will coordinate a subgroup, which will look in detail at the tender, the outstanding issues and how best to proceed**
* **The subgroup will comprise: Carol, Gordon, Clive, Norman, Mike and Carl**
* **It will meet at 7pm Monday 1st October in the Old Schoolroom, Sturton**
1. **Any Other Business**
	1. Mel has met with David Bole, Chair of the School Governors and wants to be kept informed. He will raise the matter with the Governors and ask if they would like someone to attend. (Lea had a consultation with their school and would be happy to assist).
	2. Michele Grainger was at a Youth Club meeting and they are also keen to hear about the Plan. Marcus Needham is keen to be kept informed and for someone to go in and meet with them.
2. **Date and time of next meeting**

**7pm Thursday 11th October 2018**

**in**

**the Old Schoolroom, Sturton**

Apologies from Mike Metcalfe