

# Quarndon Neighbourhood Plan Steering Group

## Minutes of Meeting Number 2

Held: 7:00pm, 22 June 2016, Quarndon Cricket Club

### Abbreviations used below:

QNPSG – Quarndon Neighbourhood Plan Steering Group

NP – Neighbourhood Plan

AVBC – Amber Valley Borough Council

### Those Present:

#### Steering Group Members:

|                       |               |  |
|-----------------------|---------------|--|
| Simon Reed            | Chairman      | simonreed72@hotmail.com  |
| Andrew (Drew) McAngus | Vice-Chairman | andrew.mcangus@btinternet.com  |
| Isobel Shorrocks      |               | isobelaggie@yahoo.co.uk  |
| Christian Rössel      |               | <a href="mailto:christian@crpackaging.co.uk">christian@crpackaging.co.uk</a> |
| Ros Grum              |               | normandros@btinternet.com  |
| Keith Thomas          | Secretary     | kjpthomas@talk21.com   |

#### Apologies

Martin & Kathy Cross, Steve Walton, Andy Small, Peter Lunn, Brett Butcher

#### Visitors:

Matthew Pitt (Chairman Quarndon Parish Council), Liz Harris, Bill Vicarman

The Steering Group would welcome further members; the only qualification required is to be a resident of Quarndon Parish! Please contact one of the members named above or attend our next meeting (see Item 11 below for details).

### 1. Review of Minutes from Meeting 1

The minutes from Meeting 1, held on 1 June 2016 were agreed.

### 2. Review of Actions from Meeting 1

Action 1.1: Complete – a summary document containing useful web links, contacts who could provide professional help and comments from individuals involved in preparing other nearby NPs was circulated to Steering Group members on 9 Jun.

Action 1.2: Complete – Matthew Pitt issued our NP Application Document to AVBC on 8 Jun. AVBC's formal 4-week consultation launched 17 Jun. See item 4 below.

Action: 1.3: Complete – The Constitution Document for our NP Steering Committee updated by Matthew Pitt to include the recommendations of Meeting 1 has been re-circulated. No further suggestions made prior to Meeting 2, but see Item 3 below.

Action 1.4: Complete – AVBC have confirmed that the absence of an approved Local Plan for the Borough is not a barrier to completing and gaining approval for our Neighbourhood Plan. AVBC recommended that we should continue to use the policies in the Saved Local Plan (2006) as a guiding framework.

Action 1.5: Superseded – Application for National Government funding has to be through the Parish Council, but needs a detailed budget, see Item 9 below.

Action 1.6: Complete – Isobel has put forward some proposed logos kindly drafted by Glyn King, see Item 8 below.

### **3. Final Agreement of Steering Committee/Group Constitution Document**

The revised document produced by Matthew Pitt was agreed, subject to the name “Committee” being replaced by “Group”, which was felt to be more inclusive. So henceforth, we will be the Quarndon Neighbourhood Plan Steering Group (QNPSG).

### **4. Status of Application to AVBC to Designate Quarndon an NP Area**

Matthew Pitt issued our NP Application Document to AVBC on 8 Jun. AVBC launched their formal 4-week consultation on 17 Jun, publishing the application on their website and in the Derby Telegraph. Links are also available on the Quarndon Parish Council website.

### **5. Steps to Create a Neighbourhood Plan**

Simon shared an example timeline (taken from Brighton and Hove City Council) identifying the major steps and estimated range of duration for each step. This suggested an indicative timescale in the range of 16 months to 5 years!

### **6. The First Step for us in Quarndon**

We need to focus on the first stage of the process, which is to develop the Vision for our NP and identify Key Issues and Objectives. For this first step, we need to:

- Devise a timescale.
- Engage with all Village residents.
- Identify and engage with major stakeholders, e.g. landowners, businesses, the school, the church, etc (see Action 2.1 below).
- Get familiar with the Saved Local Plan (2006) and any likely updates.

Clearly this is sensible to ensure that we represent the wider views in the Parish, but it is also essential that we can demonstrate that adequate consultation has taken place otherwise our NP will be rejected at examination.

**Action 2.1:** The Parish Council can provide a list of stakeholders to the QNPSG.  
**Matthew to forward to Keith for circulation to the QNPSG**

**Action 2.2:** We need to establish a relationship with AVBC to gain their support in helping to develop our NP. **Matthew to ask Jane Orton (Local Councillor) at the Parish Council meeting scheduled for 27 Jun, who to approach in AVBC**

There are around 400 houses in Quarndon but the current email circulation list available to us numbers only 68 addresses including the QNPSG ourselves, so we need to find additional ways to further engage with the villagers. Christian has collated a list of ideas for our Neighbourhood Plan from the Village meeting held in May (attached). Suggestions for further engagement included:

- Displays in the pub, church, village hall, school, phone box, etc.
- Publish an article in the Allestree magazine.
- A stall outside the village hall.
- A questionnaire to all households personally delivered and explained by QNPSG members and those who have volunteered to assist.
- All QNPSG members to talk to their neighbours about the Plan.
- Request the school to run a project with their children.

All of the above have merit and several of these ideas and/or further new ideas could be used in parallel. However, the meeting broadly concluded that, to ensure everyone with an interest in the Parish has the opportunity to contribute, we need a questionnaire of some form to be personally delivered/explained to every household and stakeholder in the Parish. A potential way forward could be:

- Deliver and explain questionnaires.
- Analyse results.
- Hold a “drop-in” session at the Village Hall to provide an opportunity for feedback and discussion.

**Action 2.3:** A sub-group are to do some “homework” on ideas for engagement and example questionnaires, then meet at 7:00pm on 4 July at 72 Burley Lane (Simon’s home) to agree a recommendation to bring back to the QNPSG. **Ros, Isobel, Simon, Drew, and Keith**

## **7. Professional Help**

It was agreed that someone with experience of the NP process could probably save us time and effort by sharing experience of what works and what doesn't work in the processes involved in preparing an NP. When we are at the stage of drafting policies it would be helpful to have assistance in how to word these from someone familiar with planning regulation. Ideally, we would want to work with someone local.

We already have some contacts and it was agreed that we need to form a short-list of up to three candidates and arrange for them to come and explain how they could help before we make a selection.

**Action 2.4:** Ask Councillor Guy Martin for his recommendations. **Christian**

**Action 2.5:** Find out more about what Clive Keble can offer. **Isobel**

**Action 2.6:** Find out more about what Urban Vision can offer. **Isobel**

**Action 2.7:** We need a sub-group to select our "consultant". **Volunteers to Simon (and copy to Keith) please**

## **8. Proposals for "Branding"**

Glyn King has kindly provided Isobel with a number of logo options (previously circulated) free of charge. The preferred option is below, subject to amendments to: (i) show some buildings in outline to the top right of the logo, to emphasise that the NP is about the built environment as well as the natural environment, and (ii) making the name "Quarndon" stand out more (use a darker colour?).



**Action 2.8:** Request Glyn to modify the logo as described above. **Isobel**

## **9. Budget**

Our NP funding application must be via the Parish Council to "My Community". Since we do not yet have sufficient knowledge to prepare a complete budget at this stage, it is proposed to submit an initial budget to cover us until end December 2016.

**Action 2.9:** Initial budget to be proposed. **Simon**

## **10. Whole Village Communications**

We need to widen our communication by setting up a dedicated website, Facebook page, identifiable Quarndon Neighbourhood Plan email address, etc. Matthew Pitt and or Neil Dosanjh have the skills to do this.

**Action: 2.10:** Liaise with Matthew and Neil to agree how best to set up. **Isobel**

## **11. Next Meeting**

The next meeting of the QNPSG will take place at:

**7:00pm, Tuesday 19 July 2016, at the Lower Room in the Village Hall**

All villagers are welcome to attend.

**Keith Thomas**

Secretary - QNPSG

**Attachments** (to the covering email used to issue these minutes)

1. Final QNPSG Constitution Document
2. List of ideas from Village Neighbourhood Planning meeting held in May 2016