

# **Quarndon Neighbourhood Plan Steering Committee**

## **Minutes of Meeting Number 1**

Held: 7:00pm, 1 June 2016, Quarndon Cricket Club

### Abbreviations used below:

QNPSC – Quarndon Neighbourhood Plan Steering Committee

NP – Neighbourhood Plan

AVBC – Amber Valley Borough Council

## **Those Present:**

### **Steering Committee Members:**

Simon Reed	simonreed72@hotmail.com
Andrew (Drew) McAngus	andrew.mcangus@btinternet.com
Isobel Shorrock	isobelaggie@yahoo.co.uk
Steve Walton	stevewalton51@gmail.com
Andy Small	andy.james.small@gmail.com
Martin and Kathy Cross	drmtcross@btinternet.com
Keith Thomas	kjpthomas@talk21.com

### Visitors:

Matthew Pitt (Chairman Quarndon Parish Council), Neil Shorrock, Bill Vicarman

### **Not able to be present, but also volunteered to be on the Steering Committee:**

Peter Lunn, Brett Butcher, Liz Harris, Christian Rössel

The Steering Committee would welcome further members; the only qualification required is to be a resident of Quarndon Parish! Please contact one of the committee members named above or attend our next meeting, which will be at 7.00pm on 22 June at Quarndon Cricket Club if you are interested.

## **1. Nomination of Steering Committee Officers**

The following were nominated and agreed:

Simon Reed	- Chairman
Drew McAngus	- Vice Chairman
Martin Cross	- Treasurer
Keith Thomas	- Secretary

## **2. Identifying the Geographical Area for the Neighbourhood Plan**

**DECISION:** It was agreed that the area for which we should prepare the Neighbourhood Plan (NP) will be that defined by the Quarndon Parish boundary (shown in blue on the map attached).

No bordering areas are currently preparing or planning to prepare NPs, so there is no risk of conflict or overlap.

## **3. Setting up of Sub-Committees**

It was suggested that we may require: a village questionnaire to gather information; professional help on how to structure the NP; sub-committees to cover specific topics such as: housing, infrastructure, environment, traffic, etc.

However, we need first to understand better the expected make-up of an NP and the processes we need to follow to create one. Once we have that understanding we can work out the sub-committees required and whether to consider professional assistance.

**ACTION 1.1:** Research what guidance information and/or training is available to us. Send any useful internet links to Keith Thomas to collate and circulate to the QNPSC members. **All QNPSC Members by 8 Jun 16. Discuss conclusions at meeting to be held on 22 Jun 16.**

## **4. Neighbourhood Plan Application Document**

A formal application from Quarndon Parish Council needs to be made to Amber Valley Borough Council (AVBC) to gain their support for our creation of the NP.

Matthew Pitt had kindly drafted an application document (attached). This was reviewed and, with the inclusion of Simon Reed's name now that he is in place as Chairman of the QNPSC, the Committee gave authorisation to issue.

**ACTION 1.2:** Update/issue the NP Application Document to AVBC. **Matthew Pitt**

## **5. Neighbourhood Plan Constitution Document**

Matthew Pitt had also kindly prepared a draft Constitution Document (attached) for the QNPSC. This was reviewed and adopted, with suggestions to add an introductory paragraph providing the QNPSC with an "authorisation statement" from the Quarndon Pariah Council and making the requirements for meeting attendance less arduous.

Further enhancements can be made on an on-going basis if required.

**ACTION 1.3:** Provide any additional suggestions to improve the QNPSC Constitution Document to Matthew Pitt. **QNPSC members by 22 Jun 16**

In cases where an NP is prepared for an area not covered by a Parish Council the Steering Committee must comprise at least 21 people. In our case, as we covered by and working with the Parish Council, then there is no minimum number required for the Steering Committee – but more would be welcome!

There is no obligation to have all those with local interests represented on the Steering Committee, for example: local businesses, the Kedleston Estate, Curzon School, St. Paul's Church, farms within the Parish, etc. However, all those with interests must be consulted during the preparation of the NP.

## **6. Timing**

It was agreed that we should target Spring 2018 to complete the NP.

This provoked the question as to whether an NP can be created in the absence of an approved AVBC Strategic Plan, or whether we have to wait for this to be agreed.

**ACTION 1.4:** Check with AVBC whether our NP can be written and approved in the absence of the AVBC Strategic Plan. **Keith Thomas by 8 Jun 16**

*Post-meeting note: The suggested AVBC Planning contact, Rachael Coates, is on holiday until 6 Jun, but in her absence Amy Taylor advised that NPs can be made and approved in the absence of an approved Strategic Plan, referencing Idridgehay and Ripley as examples where this has already happened. Amy suggested it would be sensible to refer to the saved AVBC Strategic Plan (2006) for guidance on the framework we should comply with.*

It was noted that the recent Queen's Speech indicated there is potential for further legislation on NPs; we should stay abreast of this.

## **7. Application for Grant via the Quarndon Parish Council**

The Quarndon Parish Council has already allocated £500 in the budget for 2016 to support the launch of an NP.

National government funding of circa £8000 is available once our application to prepare an NP has been accepted by AVBC.

**ACTION 1.5:** Application forms to be sent to Keith Thomas. **Matthew Pitt**

## **8. Other Business**

### **8.1 Branding**

It was agreed that we need to generate an easily recognisable “branding” for our efforts to produce an NP for Quarndon, specifically a logo that can be used on all communications.

**ACTION 1.6:** “Branding” proposals required. **Isobel Shorrocks by 22 Jun 16**

### **8.2 Data Protection**

There are potentially legal requirements relating to holding databases of names, addresses, etc. such as we will need to maintain email address lists for QNPSC members and Quarndon villagers as a whole.

*Post meeting note: Having checked on the “Information Commissioner’s website, as a non-profit making organisation, we have no obligation to register (and there would be a fee of £35 if we did choose to register). So the conclusion is not to register, but maintain good practice of deleting address lists etc when no longer required and circulating “whole village” emails using “bcc”.*

### **Next Meeting**

The next meeting of the QNPSC will take place at:

**7:00pm, 22 June 2016, at the Quarndon Cricket Club**

All villagers are welcome to attend.

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

1. Map of Quarndon Parish superimposed on the AVBC Saved Local Plan (2006) with summaries of the applicable AVBC Plan policies.
2. Draft NP Application Document
3. Draft QNPSC Constitution Document