

**Notes of the Meeting of the Neighbourhood Planning Working Group
Held on Tuesday 15th October 2013 at 7.30pm in the Parish Office**

In attendance: Jeff Rhodes, Chair
 Cllr Keith Abbott, Vice Chair, Gnosall Parish Council
 Cllr Roger Greatrex, Gnosall Parish Council
 Cllr Mike Deegan, Gnosall Parish Council
 Cllr Dave Willetts, Gnosall Parish Council (observer)
 Cllr Sue Green, Gnosall Parish Council
 Chris Emsley, representing GRID
 Mike Corfield, representing GRID
 Tim Lewington, representing GRID
 Doug Webb, representing GRID
 Jayne Cooper, Clerk

1	To receive apologies Received from Cllr Tracey Simkin and Derek Pitt Cllr Dave Willetts attended out of interest but was reminded that only 4 Parish Council reps are on the working group.	Action	By
2	To receive the notes of the meeting held on 17.9.13 The notes of the meeting were taken as read.		
3	To agree the composition of the Working Group and Terms of Reference Working Group composition <ul style="list-style-type: none"> • Max size 10 suggested to keep manageable • Current composition rather narrow: Parish Council (x4), GRID (x4), 1 independent resident (JR), plus Clerk. More diverse membership would be better. • Need representation from businesses, farming community, maybe the police etc • Could also have “guest appearances” from particular people/groups at specific future meetings • Could have topic groups working on key issues • Members asked to speak to other people to gauge interest • Members will be tasked with carrying out agreed actions in between meetings to ensure the plan moves forward as quickly as possible. 	All current members to consider possible other candidates	All report back at next mtg

	<p>Terms of Reference</p> <ul style="list-style-type: none"> JR read out draft TOR headings, based on similar groups elsewhere. JR to write up into draft TOR for circulation to group, for agreement at next meeting. TOR and minutes would go on GPC website. 	JR All members	1 week Next mtg
4	<p>Report from Chairman regarding key issues for consideration</p> <p>There was general discussion how the current housing matters could affect the views of parishioners regarding a Neighbourhood Plan (NP) but members were reminded that the NP should focus on shaping the village over the next 20 years (despite the current housing issue). Agreed that NP period to 2031 (same as new Stafford Borough Plan) would be logical, to assist with concurrent review in future.</p> <p>JR clarified that the 2011 Parish Plan was a community plan, with various community actions and much useful information and provided a good platform. However, by contrast, a NP is a “land use” plan, with planning policies which become part of the wider Borough Local Plan when approved. They then have a legal status and must be taken into account by the Borough Council when deciding future planning applications in the Gnosall NP area. The final NP therefore needs to deliver clear, useable planning policies. Datasets and background information available from SBC and other bodies via Raj Baines. Many planning polices within the new Stafford Borough Local Plan (yet to be approved) are already applicable to planning applications in Gnosall, but the NP can add more specific local policies and also other local land allocations if required, depending on what local needs get identified through the community surveys.</p> <p>Successfully delivered NPs such as Exeter and The Eden Valley have been fairly simple and focussed. More complex ones have struggled at examination and local referendum stage.</p> <p>Experience elsewhere and advice from SBC (Raj Baines) highlights that initial surveys are crucial prior to drafting plan. Following the questionnaire survey findings the working group should focus on the issues that appear as the main local concerns.</p> <p>The more focussed and relevant (to people) the draft Plan is as a document, the more chance people will read it, understand it and hopefully support it at the eventual referendum, also the better chance it has of translating into results on the ground.</p> <p>Key Economic, Social and Environmental Issues need to be the main focus of the plan</p>	<p>Obtain local background data</p> <p>Identify new SBP policies relevant to Gnosall</p> <p>See item 6</p>	<p>Background work: to be allocated next mtg</p> <p>Background work: to be allocated next mtg</p>

5	<p>To receive notes of the meeting arranged by Stafford Borough Council and other key service villages in the process of producing a NHP</p> <p>Notes of this meeting attended by RG, SG and Mary Booth (GRID) to be circulated. Other parishes in the process of producing a NHP had given feedback mainly about the questionnaire process, ie the importance of ensuring every household receives a questionnaire, the process of delivery and collection, the type of questions etc.</p>	JC	For Info – by next mtg
6	<p>To agree the key criteria to be included in the questionnaires and agree time for distribution</p> <p>It was agreed the questionnaire should be:</p> <ul style="list-style-type: none"> • Credible • Legally sound • Interesting enough to ensure people respond • Not have too many questions • Be easy to analyse <p>A draft questionnaire would be ready for approval at the next meeting. JC would ensure a draft is typed up. The delivery would be planned for January 2014. An example of the questionnaire used by Eccleshall Parish Council was circulated and members were asked to review this and suggest additions, or changes to JC by 29 October 2013.</p> <p>Prior to issuing survey, agreed that publicity/promotion needed to generate interest. JR/JC/MD had already drafted a short piece for publication in next edition of Gnosall Parish News.</p>	<p>JC</p> <p>All (question suggestions to JC)</p> <p>Article for GPN (JR/JC/MD)</p>	<p>By 29th Oct</p> <p>Complete</p>
7	<p>To agree a LOGO for use on all correspondence in relation to the NHP</p> <p>As well as using the Parish Council logo, an easily recognisable logo for Neighbourhood Plan was suggested to use on all correspondence. An example was shared and members were asked for other suggestions by 29.10.13 to JC.</p> <p>JR circulated a suggested template for a monthly bulletin (logo to be added/alterd as necessary) - agreed</p>	<p>All</p> <p>JR (modify template heading)</p>	<p>Next mtg</p> <p>For next mtg</p>
8	<p>To agree a date for the next meeting</p> <p>14 November at 7.30pm in the Parish Office <i>Nb – JR unfortunately now away on business on 14th Nov, 20th suggested as alternative</i></p>		