

**MINUTES OF THE NEIGHBOURHOOD PLAN SET UP MEETING HELD AT CLEVEDON TOWN COUNCIL OFFICES ON TUESDAY 17<sup>TH</sup> NOVEMBER 2015 @ 7.30PM**

**PRESENT**

Councillors N. Barton, C. Blades, C. Francis-Pester, S. Hale, B. Hatch, G. Hill, G. Watkins, J. West

In attendance Ms Paula Heath – Town Clerk, Mrs C. Dring North Somerset Council

**NP 15/1 APOLOGIES**

Apologies were received from Cllrs D. Flint, L. Little, K. O'Brien

**NP15/2 ELECT A CHAIRMAN FOR THE SET UP MEETING**

Proposed, seconded and RESOLVED that Cllr Watkins should chair the meeting.

**NP15/3 DISCUSSION ON THE SET UP OF THE NEIGHBOURHOOD PLAN**

Mrs C Dring, Principal Planning Policy Officer at North Somerset Council explained about the neighbourhood Plan and its legal setting within the Planning System then answered member's questions as to the format and future of the Plan. Members were advised to use the links provided on the agenda and from the previous planning meetings to research the plans already agreed to see what type of elements were included, and the extent of the scope of the plans. Members noted that there will always be a call for more housing in the future as Local Plans and Core Strategies are replaced over time, but the neighbourhood plan once adopted can still be used to influence decisions. There is current legal precedent in respect of plans being used to challenge developers.

Funding – The Department for Communities and Local Government has made funding available to provide support and grants up to £8,000. Groups facing more complex issues can apply for specific packages of technical support where needed, and may also be eligible for a further £6,000 in grant.

Once the NS Local Plan has been agreed CIL (Community Infrastructure Levy) will in the main replace s106. Areas with a Neighbourhood Plan will qualify for 25% of CIL as opposed to 15% for areas not covered. The CIL will partially replace and supplement the current system of securing developer contributions through Section 106 agreements. However, Section 106 agreements will continue for site specific mitigation of a development as with affordable housing. Unlike Section 106 Planning Obligations, CIL receipts are not tied to particular sites or infrastructure projects. Instead, CIL monies will be pooled into one fund which can be used for any infrastructure needed to support development across North Somerset.

Once agreement has been made to undertake a Neighbourhood Plan 'the controlling group', the Town Council, needs to register with North Somerset Council the plan of the neighbourhood area. The area must be within the parish boundary of a single parish or if using a cross border then both parish councils must be involved with one designated as the lead parish. Members discussed the possibility of joining with adjacent parishes to produce a plan covering land on the borders of the Town. Members decided not to approach the adjacent parishes at this time and decided to include within the Neighbourhood Plan details of infrastructure requirements should there be housing development on the parish boundary. It was **AGREED** that the Town Clerk would obtain the forms and complete them before circulating to Councillors for agreement at Council.

The steering group will then have to agree the scope of the Neighbourhood Plan and the elements to be included. It should decide what they wish the plan to achieve in a realistic delivery plan.

**NP15/4 AGREE COUNCILLOR REPRESENTATIVE ON THE NEIGHBOURHOOD PLAN STEERING GROUP**

It was **AGREED** that all Councillors wishing to be involved will provide to the Town Clerk by 11<sup>th</sup> December what elements they want the Neighbourhood Plan to cover, having looked at other plans produced already across the country. This will be formulated into a document to be presented to the Council as the initial ideas. The Councillor Representatives will be agreed prior to the inaugural meeting.

**ACTION ALL COUNCILLORS**

**NP15/5 AGREE ADMINISTRATION AND SECRETARIAT FOR THE NP STEERING GROUP**

The Town Clerk would continue to clerk the meetings until a Steering Group has been formed in Jan/Feb when a member of the group will take over the clerking of the Neighbourhood Plan.

**NP15/6 DISCUSS THE ORGANISATIONS, GROUPS, INDIVIDUALS TO BE INVITED TO SIT ON THE NP STEERING GROUP.**

It was **AGREED** that along with the 'Ideas' in NP15/4 members would also provide details of groups they feel should be invited and, if possible, contact details; suggested already the Chamber of Trade, and Civic Society plus the individuals who had registered an interest.

**ACTION ALL COUNCILLORS**

It was agreed to investigate the work done by Action for Market Towns on Neighbourhood Plans and their involvement in delivering the Action Plans.

**ACTION Cllr C. FRANCIS -PESTER**

**NP15/7 ARRANGE AN INAUGURAL MEETING OF THE NP STEERING GROUP**

The next meeting will be arranged in January to set up the full steering group and the first satellite project groups.

CHAIRMAN ..... DATE .....