



## **WALTHAM ON THE WOLDS AND THORPE ARNOLD NEIGHBOURHOOD PLAN**

### **STEERING GROUP MEETING NOTES WEDNESDAY 9 SEPTEMBER 2015 WALTHAM VILLAGE HALL**

#### **Attendees**

Angus Alexander (AA)  
Jayne Hayes (JHa)  
James Houghton (JHo)  
Cllr David Lovegrove (DL)  
Ron Marks (RM)  
Alan Noble (AN)

Claudine Baxter (CB)  
Cllr Peter Holbrook (PH)  
David Jefferson (DJ)  
Cllr Martin Lusty (ML)  
Malcolm Mills (MM)  
Steve Ware (SW)

#### **Apologies**

David Hill (DH)  
Richard Snodin (RS)

Judith Maidment (JM)

#### **Copies to:**

SG members and Parish Council notice board and website.

#### **1. Aims of the meeting**

- To re-establish the Steering Group
- To update the Project Plan
- To discuss the scope of the Plan
- Agree the support needed
- Agree next steps and set up Task Groups

#### **2. Introductions**

Participants introduced themselves, stating their personal skills, knowledge and experience relevant to the NP project:

- Angus Alexander (The Paddocks): 12 years as a parish councillor (including chair and vice-chair); ran own business for 30 years, also worked for multi-national; degree in economics; member of Waltham Local History Group (WLHG).
- Claudine Baxter (Melton Road): working with councils across the country for Milestone Communications on planning for mobile phone mast sites.
- Jayne Hayes (Melton Road): working for own plumbing and heating company; knows a lot of people in Waltham; willing to help in any way – delivering letters and so on.
- Peter Holbrook (High Street): Working as agricultural consultant; Chairman of the Parish Council, with special responsibilities for the playfield, social housing and allotments.
- James Houghton (Goadby Road): working for FTSE 100 developer, hence contacts and knowledge of developers' business; member of WLHG.

- David Jefferson (Windsor Road): consultant originally in materials now mainly conservation of historic buildings; knowledge of planning (number of quarries successfully planned throughout UK; advisor to Historic England); knowledge of ground water conditions in Waltham; subsequent to the meeting, David has advised that he has a Licence to reproduce OS maps, also facilities to download and then stitch together large scale OS plans. He uses AutoCad so can develop any required plans based on digital OS maps and print hard copies at all scales from A0 down to A5.
- David Lovegrove (Thorpe Arnold): Director of steel-buildings company; local knowledge of Thorpe Arnold; Parish Councillor of many years.
- Martin Lusty (Fair Field): experienced facilitator: ability to write in plain English based on working on construction industry bids: Recently co-opted onto the PC with special responsibility for planning.
- Ron Marks: involved in Better Business for All; treasurer for 5 organisations, chairman for 2 companies; ex-Parish Councillor responsible for planning.
- Malcolm Mills (High Street): info to follow.
- Alan Noble (Little Dalby): Clerk and Responsible Financial Officer to the Parish Council.
- Steve Ware (Goadby Road): Ex-MD of a £25m company; many years experience in sales and marketing at corporate level around the world, hence excellent presentation skills; has an engineering degree.

### 3. Structure and Roles

Ultimately the Parish Council is legally responsible for the Neighbourhood Plan and major decisions, especially financial, must be referred to it. The Steering Group is a working group, involving a broad mix of talents from the Parish, to do the management and implementation of the NP project. Participants at this meeting, plus those who sent apologies, will form the NP Steering Group, meeting about every 3 weeks at least initially. Meetings will take place in the Harry Hunt room at Waltham Village Hall unless otherwise notified. Some people, I know, came to this meeting to find out what was involved so please contact me if you wish not to be involved or want to be 'helpers' to be called on when required.

We agreed the following roles:

- Chair: Martin Lusty
- Vice-chair: Steve Ware
- Liaison with Melton Borough Council (MBC) regarding support and the Local Plan development: Ron Marks
- Liaison with WotWaTA Parish Council: Peter Holbrook
- Administrator: no decision. Although this was potentially a big task, we need to define it and possibly tailor it to the needs of a willing volunteer. In any event, it will be shared with Alan Noble who, as Clerk of the PC, is responsible for communications and financial monitoring and reporting.

**Action (ML): circulate a draft Terms of Reference document based on that for Bottesford NP SG for comment before the next meeting.**

### 4. Background

We ran through a pre-prepared presentation on the requirements for housing development in our Parish, in particular those sites included in the 2015 SHLAA (Strategic Housing Land Availability Assessment) prepared by MBC. It is emphasised that the SHLAA is not a planning document and lists far more potential dwellings than needed. It is a broad look-ahead to assess whether future housing development needs will

be met. However, it gives a menu of potential sites in the Parish that we need to consider. The presentation will be circulated with the notes and also available in Dropbox (see below).

**Action: find out the names of the respective owners or developers for the SHLAA sites with a view to discussions with them once we have developed selection criteria. RM**

## **5. Resources**

### **5.1. Dropbox**

Dropbox is a free on-line file-sharing back-up service. I have loaded a number of useful reference documents onto my Dropbox account and will send invitations and instructions to all SG members so that they can share those files and upload other documents as and when. Minutes, agendas, etc. will be held in Dropbox for reference but will also be circulated by email for convenience.

**Action (ML and all): Send out Dropbox invitations; members to log in or sign up to Dropbox to accept their invitation and access the files.**

**Action (all & ML): read up on Neighbourhood Planning guidance and other relevant documents before the next meeting. I will circulate a recommendation on the best ones because there's and awful lot of stuff!**

### **5.2. Consultants**

Colin Wilkinson, of Planit-X Town and Country Planning Consultants, has already been involved in drawing up the original project plan (see below) and has also proposed involving the Rural Community Council (RCC). Colin has worked with Asfordby on its NP and RCC have worked with Bottesford (the latter SG has given RCC a mixed report). RCC has sent a proposal and quotation to the PC that is available in Dropbox. We agreed that we definitely need the planning expertise of external consultant(s) but have more than adequate project management skills in the Group. We need to talk with Colin and RCC to understand their offer and avoid duplication but feel we need to better understand the whole process and our requirements first. We will possibly invite them to our third meeting to agree their scope and some kind of service level agreement(s).

### **5.3 Other NP Councils**

I have talked with the Bottesford SG and gained a lot of useful knowledge and documents (all in Dropbox) plus a kind willingness to help us further. Asfordby are further along the process and have produced some excellent reports and draft plans. We agreed to make contact with Asfordby NP SG via their PC Clerk, Claire Dorans as the main way of learning about the process, particularly the next steps. Claire has already indicated a willingness to help.

**Action (SW, MM, JH): Contact Clare and arrange a meeting; report to our next SG meeting with a proposal on next steps and the role for consultants.**

#### **5.4. Uppingham**

A number of us have seen the NP document done by Uppingham Town Council; it is an excellent example of the sort of issues that a NP can address and Ron Simpson, one of the authors, talks very passionately about the Plan. We will use this example as further guidance.

**Action (JH): upload the electronic version of Uppingham's Plan to Dropbox for reference.**

**Action (ML): invite Ron Simpson to talk at a future SG or public meeting.**

#### **6. Finances**

£20,000 is promised by MBC of which £3,400 cash has been transferred to the PC's account. Further grant funding is available and we committed to use the total these funds only and not take any of the Parish's precept. When we understand all aspects of the process, we will prepare a budget for approval by the PC.

**Action (PH): identify and secure other sources of grant funding.**

#### **7. Next meeting**

**Action (ML): meeting to be arranged during week commencing 28 September on the best day with regard to availability of venue and participants.**