

Ringstead NP Steering Group

Minutes of Meeting 1st November 2017, Ringstead Village Hall

Present: Derrick Sims (DS), Barbara Dickerson (BD), Kathryn Slack (KS), Chris Benham (CB), Tish Scott (TS), Adrian Briggshaw (AB), Mike Acornley (MA), Jenny Hodgson (JH) – Clerk to Stanwick PC and Michael Burton (MB) – Planning Policy Officer, ENC.

Apologies: See item 1 below.

Agenda Item	Matters Arising	Action By & Date
1	Councillors R Phillips, C Marston, G Underwood and R Talbot have been nominated as Parish Council representatives. Any 2 to vote at future meetings of the Steering Group.	-
2	Chair DS, proposer KS, seconder BD. Secretary MA, proposer KS seconder BD.	- -
3	<p>JH & MB introduced and welcomed by DS. JH outlined the process followed by Stanwick, which in turn led to questions (and further discussions) from all members of the Steering Group. MB also provided further clarification in relation to a number of the matters raised. In summary key aspects were:</p> <ul style="list-style-type: none"> • The Steering Group needs to consider Terms of Reference, operating parameters and framework, quorum arrangements for meetings and frequency of meetings etc from the outset. (<i>Actioned, at least in part, see item 4</i>). • The statement of Community Involvement should be commenced asap with notes kept from the start so that it can be written up accurately. Also, the evidence base needs to be recorded. • The Steering Group requires a vision and/or aim statement, together with objectives. • With regard to community consultation Mike Greenaway, Community Partnership Manager at ENC is a good source for advice and guidance. A key aspect in relation to producing any questionnaire is to determine how the results data can be analysed and collated. Pre questionnaire work is likely to involve meetings with residents followed by review of feedback received. • There was discussion by members at the meeting around questionnaires e.g. one per household and the issue of anonymity. Stanwick hand delivered their questionnaire and had selected collection points, achieving a 60% response rate 	<p>All to consider for 6 Dec meeting</p>

	<ul style="list-style-type: none"> • In terms of consultation need to invite (and consult) with all parties, including landowners, but not necessarily at the same stage of the process. • There is a range of issues that could be considered for the NP and therefore it would be prudent to review other NP's to determine what to include. This will also impact in terms of the community consultation as well. • Certain aspects that will be included in the NP are pre-determined in terms of format and wording. For example, Kinewell Lake has triple S I designation and Environment Agency guidance will need to be replicated in the NP. • Other matters raised and discussed. MB available for advice re what to include or not include in the NP, developer issues, including community funding matters that will result from any future development. In general, it was noted that with a NP there is a far better chance of resisting future development that the village has not agreed as being appropriate. As well as housing development, expanding business opportunities should be considered. Overall, when considering development issues, these should not be site specific, but addressed as to what is important for Ringstead as a whole. 	All to consider for 6 Dec meeting
4	<p>Agreed that e-mails would be cc'd to members of the Group. 7 members (currently), plus 2 Councillor votes. Agreed by those present that a meeting quorum would be 5. The Chair will not have a vote but will have a casting say in the event of a tied decision. Meetings to be held at least once every 2 months unless decided otherwise at the previous meeting. It was clarified that Group meetings are not public meetings, (unless by invitation).</p> <p><i>(Post meeting – DS agreed to draft a Constitution document for agreement at the next meeting, which will provide more detail around the matters highlighted above).</i></p>	- DS 6 Dec
5	<p>DS circulated copies of the Ringstead Parish boundaries map. It was agreed that this will be used, (including the triple S I Kinewell Lake area), as the designated area. DS is to arrange submission of the NP area to ENC Planning for designation, via the Parish Council. <i>(Post meeting – the Parish Clerk is now actioning this aspect).</i></p> <p>DS also agreed to obtain the Locality Funding Form for the next meeting.</p>	DS Sent to Parish Clerk 3 Nov DS 6 Dec
6	<p>AOB centred around 'what next' actions. A plan of activities with an overall indication of time lines – a high level milestone plan. All members to review Stanwick's NP and supporting documents for the next meeting. Also, to consider the Group's aim/vision and objectives.</p>	All 6 Dec
7	6 December 2017, 7.30pm @ Village Hall.	