



## South Lenches Neighbourhood Plan

**South Lenches Neighbourhood Plan Steering Group.**  
**Minutes for meeting held on Wednesday 31<sup>st</sup> August 2016,**  
**Church Lench Village Hall at 7pm.**  
**Meeting No: 1/16**

<p><b>Present:</b> Ian Jackson, David Edge, Denise Oates, Julia Tyrell, Joan Hunt, Neil Pearce and Nicky Holland.</p>	
<p><b>1. Apologies.</b> Emma Buckingham, Chrissie Brown, John Tookey, Liz Ferguson and David Proops.</p>	
<p><b>2. Election of Officers.</b> All agreed to the following appointments:  Chairman: Ian Jackson.  Vice-Chair: Denise Oates.  Secretary: Nicky Holland.  Treasurer: Nicky Holland.</p>	
<p><b>3. Public Question Time:</b> Nil.</p>	
<p><b>4. Quotations received considered:</b>  a) <b>Resolved</b> to commission Neil Pearce as a Consultant following quote received of £3600 for 8 days.  b) <b>Resolved</b> to accept quote of £1400 from Simon Purfield on behalf of Warwickshire Rural Community Council re questionnaire. It was agreed that some of the questions from the Parish Plan Questionnaire would need to be made clearer. Revised questionnaire to be sent out to members and Parish Council for comment.  c) <b>Resolved</b> following confirmation from NH of firm used by Harvington Neighbourhood Plan Steering Group to accept quote of £1200 from Sarah Brooke-Taylor.  It was agreed that the questionnaire would be sent out first and the Housing Needs Survey after a short interval. Distribution</p>	<p><b><u>Action</u></b> <b><u>IJ</u></b></p>

would be by hand with reply envelopes considered.	
<b>5. Funding.</b> Agreed to apply for funding through Locality.	<u>Action</u> <u>NH.</u>
<b>6. Logo.</b> Logo at the top of the agenda agreed.	
<p><b>7. Neil Pearce.</b> Neil attended the meeting and gave the following advice:</p> <p><u>Locality grant</u> - Parish Council to apply for expression of interest. Once acknowledged link to application will be open requesting a project plan, details of the Parish plus progress to date and quotes in regard to the funding requested. Apply on a six month basis.</p> <p><u>Timeline</u> - start to finish approximately 2 years. There will be three rounds of six week consultation and a period when the application has to be submitted to the Planning Committee at Wychavon District Council. Referendum will have to be advertised. Attend public events within the Parish to publicise the Neighbourhood Plan and its progress.</p> <p>When writing the Plan form chapters and have access to policies that can adapt to the needs of the Parish. There are no rules over the size of the Plan.</p> <p>Will require assistance with potential allocation of housing sites i.e. re site, planning history, issues of flooding etc.</p> <p>Designating a local green space is only available through a Neighbourhood Plan due to the strict criteria required.</p> <p>Environmental screening will need to take place - technical evidence required; Wychavon District Council (WDC) will assist.</p> <p>Once the Plan is written a 6 week formal consultation takes place. Try and encourage electronic responses. The responses are then analysed/summarised - Plan may need to be amended.</p> <p>It is then submitted to WDC along with a consultation statement (4-6 pages plus appendices of open days, questionnaires, events, photographs etc), along with a basic condition statement to show how the Plan complies with various laws and planning policies.</p> <p>WDC then check all information required is present and then carry out a 6 week consultation to include Environmental Agency, Natural England, and Highways etc. An Independent Examiner is then appointed - WDC supply three curriculum vitae and the Steering</p>	<u>Action</u> <u>NH</u>

<p>Group agree to one.</p> <p>WDC will send off all the documents, carry out the written examination, and produce a report. The Examiner may suggest changes. The Steering Group can then meet with WDC and agree to which changes they wish to accept.</p> <p>Referendum is then carried out in the Parish, normal voting rules will apply.</p> <p>The Plan will be in place until 2031 to be reviewed after 5 -10 years.</p> <p>Neil agreed to forward Declaration of Interests Form, Project Timetable, Snitterfield Neighbourhood Plan and Wootton Wawen's within the next 3 weeks.</p>	
<p><b>8. Next step:</b> Revision of Parish Plan Questionnaire; Funding application.</p>	
<p><b>9. Date of next meeting.</b> To be arranged once funding confirmed from Locality. <b>Meeting closed at 9pm.</b></p>	

South Lenches Neighbourhood Plan Steering Group constitution circulated for information.