`     **Highnam Parish Council**

 **Lassington Oak Highnam ~ Linton ~ Over ~ Lassington**

**Minutes of a Meeting of Highnam Parish Council**

 **held in The Old School on Tuesday 12 July 2016**

 Present: Cllrs: M Welch, D Davies, M Moir, C Coats, T Talbot & Y Watkins

In Attendance: R Hicks (Clerk), and 3 members of the public

Public Forum:

Report was made again of road traffic signs in Highnam being obscured by overgrown hedging; Daffodil areas need cutting down; Overhanging Oak tree on corner of Maidenhall-this has been actioned;Comment made that Planning Notices regarding Oakridge Development have been replaced, thanks offered for getting action;Highnam PC objection to Oakridge Development was praised; matter of flooding at Highnam traffic lights was again raised; Q was asked whether screen planting could be arranged to reduce impact of Over Farm Solar Farm when built. A reply was given that Parish Council is actively trying to gain some retrospective contribution from developers

 1. To receive apologies for absence

Cllrs C Shuttleworth and A Smith, Cllr P Awford

 2. To Co-opt Councillor

 Sally Adcock had made an application to join the Parish Council, details of which

 had been circulated. It was proposed by Cllr M Moir, seconded by Cllr D Davies that

 Mrs Adcock be coopted; all voted in favour. Mrs Adcock was invited to join Council

 for the rest of the meeting

 3. To approve Minutes of the Meeting held on 14 June 2016

 The minutes were received by the Chair and signed as an accurate record.

 4. Members of the Council are invited to declare any interest they may have in the

 business set out below

 Cllr Watkins declared an interest at agenda item 14, 16/00689/FUL

 5. To allow dispensations

 None

 6. To receive County Councillor’s Report

In Cllr Awfords absence, he had asked that it be reported that he and Richard Waters ,Glos CC are dealing with Highways England regarding the flooding at Highnam traffic lights

 7. To receive District Councillor’s Report

 Cllr Davies provided details of correspondence initiated by a resident regarding the

 flooding at Highnam traffic lights, and gave assurance that this matter is receiving

 attention

 8. To receive Clerks Report

 Clerk reported that Auditor had made suggestions regarding backing-up of Parish

 Council Records. These have been considered, and are going to be very time

 consuming. An alternative is to use an external back-up service. A local service has

 been identified at a cost of £50 per annum, and Clerk asked Council to consider using

 adopting this approach. This recommendation was proposed by Cllr M Moir,

 seconded by Cllr T Talbot; all voted in favour. **Clerk to make arrangements**

 9. To discuss Capital Projects

 a. Playing Field – Firm proposals are being worked on and it is hoped that these can

 be presented in a couple of months

 10. To discuss NDP

 Following a meeting with TBC a detailed update ( attached to minutes ) on the

 situation was presented and discussed in depth, with a recommendation that the

 NDP be put forward to referendum as modified by the Examiner, but that we also

 start work on an updated Plan using recommendations made by TBC and the

 services of NPIERS. Cllr Davies referred to the Local Plan(which must be in

 accordance with JCS) and JCS(which has taken 8 years to date), commenting that

 the Inspector is all powerful, making the point that NDP cannot preclude all

 development, and must be ‘sound’ i.e. it must also be in line with Local Plan and

 JCS. He was in favour of putting the NDP forward for referendum without delay, and

 without further modification. A proposal was put by Cllr Watkins that the NDP be

 put forward to referendum and that the question of an updated version of the NDP be

 discussed at a later date. This was seconded by Cllr Talbot, and a vote showed all

 infavour with one abstension on the ground of insufficient knowledge

 11. To discuss purchase of additional Litter Bins

 Cllr Talbot reported the background to this item, and provided details of the

 suggested locations.

1. Layby by Playing Field
2. Bus stop opposite The Green
3. Open space behind Mary Grove

 Costs to be obtained for September meeting, and assurance from TBC that they

 would be added to their collection list

 12. To discuss Fun Day

 Thanks to the Fun Day team were proposed by Cllr Welch, seconded by Cllr Davies,

 with support from all. The day was very successful, and it is believed that a profit

 was made. Accounts are not yet complete.

 13. To discuss Flooding at A40/B4215 junction

 This matter had been discussed earlier on the agenda

 14.To receive and comment on Planning Applications

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| --- | --- | --- | --- |
| 16/00608FUL | Mr R Smith | Just a Way,Lassington Lane,GL2 8DH | Single Storey side extension & garage; demolish existing garage |
| 16/00464/APP | Mr R Daldry | Timberyard, Two Mile Lane,GL2 8DW | Layout,scale,external appearance of buildings, landscaping, and access |
| 16/00689/FUL | Mr P Campbell | 24 Brimsome Meadow, GL2 8EW | Single storey rear extension |
| 16/00749/FUL | Mr/Mrs Baldeon | 6 Williams Orchard, GL2 8EL | Single storey side extension to attach & extend existing garage |

There were no objections, but comment should be made with regard to the extension forward of the garage on 16/00749/FUL

15. Finance - to approve invoices for payment

 - to approve Clerk salary increase of £3.74pm

|  |  |  |
| --- | --- | --- |
|  **RBS a/c**  |  Power |  Amount |
| 16 June 2016 | Mainstream Digital | DD |  12 | £ 39.23 |
| 28 June 2016 | Admin Costs | S/o |  13 | £ 372.49 |
| 12 July 2016 | P Rossiter | 000221 |  10 | £ 550.79 |
| 12 July 2016 | R Heigham | 000222 |  10 | £ 790.00 |
| 12 July 2016 | Glebe Gardening | 000223 |  4 | £ 250.75 |
| 12/July 2016 | HCCT | 000224 |  29 | £ 15.00 |

16.

|  |
| --- |
| **Bank reconciliation June 2016** |
| **RBS Account** |
| Bank Balance at 31 May 2016 | £64,243.37 | Payments June 2016 | £11,507.19 |
|   |  | Outstanding Cheques | £659.60 |
| Receipts June 2016 | £623.57 | Restricted funds | £23,636.06 |
|   |  | **Available Balance**  | £29,104.71 |
|   |  | **Bank Balance 1 July 2016** | £53,359.75 |
|  |  | **Petty Cash on hand** |  £40.62  |
|  |  | **Total Balance** |  £53,400.37  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £366.81 |  |  |
| **Fun Day Proceeds** | £0.00 |  |  |
|  | £23,636.06 |  |  |

 17. Residual Items

 1. Question was asked whether signs on Over Farm land at side of A40 need planning

 permission

 Meeting closed at 8.42pm

 Next meeting : 13 September 2016 at 7.30pm in the Old School Room

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Highnam Neighbourhood Development Plan**

**Update Briefing Note**

***Background:***

Examiner considers the Plan meets the basic conditions requirement for NDPs, subject to adoption of significant modifications, contributes to sustainable development, and is in general conformity with the strategic policies contained in the development plan for the area. The Plan can, therefore, proceed to local referendum if so recommended by the Parish Council and agreed by TBC.

***Examiner’s comments:***

Examiner has substantially amended the Plan by deleting non-compliant policies or policies already contained within the National Planning Policy Framework (NPPF). He has also recommended amendments to certain statements to aid clarity and conformity. A copy of the report has already been circulated to councillors, and a copy of the amended version is available on request.

***Meeting with TBC:***

Held on Mon 11 July, attended by Cllrs Welch and Coats, together with Richard Hicks, Clerk, and Paul Hardiman, TBC Strategic Plans Officer and Mike Jones, Legal Adviser on planning policy.

* *Key Issue: Can the Examiner’s Report be challenged or amended, or is there scope to discuss the findings with the Examiner?* No: There is no provision forthis; the Examiner acts entirely independently.
* *Future Options Appraisal:*
1. *Withdraw the Plan*: Wasted opportunity; no benefit gained from all work previously undertaken.
2. *Recommend the Plan proceeds to Referendum to secure adoption:* See Option d) for further variation of option.
3. *Withdraw and submit a new NDP addressing the Examiner’s recommendations:* This must not be a repeat proposal and would require fresh consultation. This would involve considerable work to achieve.
4. *Adopt current Plan, as modified by the Examiner, but immediately commence work on the preparation of an updated version accommodating the Examiner’s recommendations, and having regard to emerging issues arising from the progression of the JCS, Borough Local Plan, and the Service Villages Initiative.*

This option was put forward at the meeting and discussed in detail. It would have the following advantages:

1. Enable the current Plan, as modified, to be “bagged “, i.e. Any Plan is better than no Plan and strengthens the Parish’s position in relation to constructively responding to new planning applications for development.
2. Enable a Referendum to proceed under prevailing advantageous Regulations which determine timescale and detailed related matters.
3. Provide opportunity for a thorough analysis to be undertaken over a timeframe to be determined by the PC of all relevant issues which may affect the future of the community over the Plan period up to 2031.
4. Provide opportunity for a Health Check of the new Plan to be undertaken by NPIERS (Neighbourhood Planning Independent Examiner Referral Service). Cost - £375/day + VAT.
5. If decision to proceed to referendum made before end October the Parish will benefit from additional 10 % CIL (Community Infrastructure Levy) funding for new community initiatives (new CIL adopted early 2017. Current rate – 15%, new rate – 25%). N. B : this does not replace case specific Sec 106 funding for individual projects.

***Recommended Way Forward:***

 Discuss in depth at Parish Council meeting on 12 July.

 Consider the following recommendation: “Highnam Parish Council resolves to:

1. Recommend to Tewkesbury Borough Council that the current Plan, as amended by the Examiner, proceeds to local referendum with a view to being made if it secures majority support.
2. Commends this Plan to the local community for adoption.
3. Immediately commence work on the preparation of a new Plan, securing Health Check advice from NPIERS, and other professional planning advice as necessary, working closely in collaboration with TBC.

***Related Timeframe:***

 12 July 2016 – Discuss at PC meeting.

 N. B. Convene special meeting of PC at imminent date if more time required to decide what to do.

 July – September - Draft NDP finalised by incorporation of requested plans (not an inconsiderable task)

 31 August - TBC Executive determine appropriate course of action to take, potentially leading to local referendum if agreed.

 October – November (exact timescale to be determined) – Local Referendum held.

 @ End November NDP “made “, if it receives sufficient support (50%+1 of those voting at referendum).

 December - Steering Group reconvenes (if necessary initial preparatory work to commence on informal basis beforehand) to develop new Plan.

 2017 – Work on new Plan proceeds to agreed timeframe, involving fresh local consultation, new Examination, and additional referendum in due course.

***Cost Implications:***

Potentially £2,677 available (original GRCC SLA monies from TBC of £9,000 less £6323 already spent).

NPIERS Health Check - £375/day+ VAT. Assume only one day required.

Monies required to procure specialist planning advice and support, and for plan preparation (advertising, printing etc.).