

# Radford Semele – Neighbourhood Planning Meeting

23<sup>rd</sup> November 2016 – White Lion Radford Semele

## Present:

Cllr Brian Follet (Radford Semele Parish Council)

Olly Aries (Chairman – Radford Semele Neighbourhood Planning Group)

Emma Nelson (Radford Forge)

Judy Steel (Radford Forge)

Barbara Wyatt (Radford Forge)

Cllr Brian Friar (Radford Semele Parish Council)

## Guest:

Cllr Bob Grainger (Wolston Parish Council)

### 1. Apologise for Absence

Ed Coombs

### 2. Notes of 14th October Meeting & Actions

The minutes from the previous meeting were accepted as fair representation of what was discussed and decided at the time.

### 3. Organisational Structure

A suggested outline for an organisational structure covering the steering group and working groups had been circulated prior to the meeting and consideration was given, however, it was agreed that the formulation and make up would develop organically as different village representatives became engaged with the planning and the need and make up of specific working groups would be identified and formed. Being a small group at present it was agreed that the forum would be more effective working as a single team until more people are recruited.

### 4. Vision Statement

A draft vision statement had been circulated as a starting point, discussions were around at what point this should be developed and the input from canvassed villagers to form the basis of this. However, it was agreed that the one circulated should be revised and edited

***Action - Judy Steel to edit and resubmit as an initial Vision Statement.***

### 5. Housing Need

Contact to be made with Hayley Smith at WDC and also Sarah Brook-Taylor to understand the costs to undertake the Housing Needs Survey and also to ascertain the potential for WDC to fund/support this.

#### **Actions:**

**Brian Friar to arrange meeting with Sarah Brook-Taylor.**

**Olly Aries to contact Hayley Smith at WCC to determine the support from WDC to undertake one.**

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### **Bob – Provide Budget Costs for Housing Survey**

#### 6. Funding

While it would be hoped that Government Grant Funding could be obtained to sustain the development of the Neighbourhood Plan, at this point it is not entirely clear what the costs would be, although it may be possible to generate indicative figures to use when determining the levels of funding required.

At Radford Semele Parish council meeting in October 2016, the Parish Council supported the development of the neighbourhood plan, demonstrated by the submission to Warwick District Council to Designate the entire civil parish area as a Neighbourhood Planning Area. As part of that discussion, the commitment of the Parish Council was sought, to agree to administer the Grant Funding in support of the development of the Neighbourhood Plan, this may involve assistance with the cash flow between receiving any Grant Funding instalments and paying out costs incurred.

To agree with this, the Parish Council have requested that estimates of costs should be given to assist with the Council's own financial planning and management. Where costs may fall outside of the grant funding obtained, there should be a clear estimation of that commitment and the Parish Council needs to agree to the principle for that funding and incorporate this within its budget.

**Action – Olly Aries to draft an outline estimate of costs, to allow Cllrs, Follet and Friar to submit to the next Parish Council meeting to give the Parish Council the opportunity to understand possible financial commitment and if in agreement, an opportunity to budget for those costs where they may fall outside of the grant support. It should be noted that these will only be a guess at this stage as many costs are unknown.**

#### 7. General Discussion & AOB

Olly Aries has set up a central e-mail address ([RS.neighbourhood.plan@gmail.com](mailto:RS.neighbourhood.plan@gmail.com)) to begin to handle e-mail traffic in connection with the neighbourhood planning.

Other consideration was to consider the establishment of a close chat type forum to allow faster group collaboration outside of the formal meetings.

The group discussed the issue of Community Engagement which would be needed prior to a Housing Survey. Emma/Judy agreed to look at this along with drafting a Housing Survey. A possible date in February for this was proposed.

Web site was suggested by Emma. Oliver agreed to look at this and discuss at next meeting.

#### **Oliver – Kirkwell Specs to Bob**

**Emma/Judy – Consider design for Logo. Consider working with Primary school to do a design.**

**Emma/Judy – To look at Community Event & Housing Need Survey**

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### 8. Review of Actions

The meeting reviewed the progress against the actions list.

### 9. Date of Next Meeting & Meeting Close

It was proposed the next meeting date for January 11<sup>th</sup> 2017, date and venue to be confirmed.