

## **BULCOTE NEIGHBOURHOOD PLAN**



**Minutes of Meeting of Steering Group held on 25<sup>th</sup> May 2018 at 7:00pm**

### **Present:**

Nick leaves (Parish Councillor)  
Keith Simpson (Parish Councillor)  
Thelma Aris  
Pete Jackson  
Mick Tobin  
Carl Springthorpe  
Stephen Storr

### **Apologies:**

None received

### **Minutes:**

Nick Leaves outlined the structure of the group and the way it was proposed to move forward with the Neighbourhood Plan. It was stated however that the process was new to all parties and we expected to be guided by the appointment of a professional town planner, Helen Metcalfe.

Keith Simpson proposed that Nick Leaves be appointed Chair of the Steering Group as he had been instrumental within the Parish Council of initiating the Neighbourhood Plan. This was accepted.

It was agreed that future meetings would be held on Mondays at 7:00pm. A schedule of meeting dates would be prepared and distributed.

*Action: Nick Leaves*

A quotation for professional services had been obtained from Helen Metcalfe. The Parish Council had checked if alternative quotations were required, but this was not necessary as the value was less than £25000. Nick Leaves declared that Helen Metcalfe was a friend, but she was very experienced in preparing Neighbourhood Plans and had assisted with Burton Joyce's Neighbourhood Plan.

The Parish Council had received an Offer of Grant of £6000 to cover the first part of Helen Metcalfe's services. The Parish Council can obtain further funding of up to £3000 (£9000 total) and addition to some technical support funding should it be required. The Grant is government funded and managed by Groundwork UK. The question was raised as to who would pay if the funding was exceeded, but it was stressed that the services would be closely monitored so that this would not happen. There are some formalities to go through, but once the money had been obtained the Parish Council would formally appoint Helen Metcalfe.

*Action: Nick Leaves/Parish Council*

The advantage of having a Neighbourhood Plan was discussed in relation to CIL (Community Infrastructure Levy). This is money received through approved planning applications for the benefit of

the local community. Normally the Parish would receive 15%, but this increases to 25% when a Neighbourhood Plan is in place.

The area of the Neighbourhood Plan will be the whole of Bulcote Parish and this has been formally designated as such by Newark & Sherwood District Council. An early meeting is to be arranged with a NSDC Planning Officer to discuss the Plan. Nick Leaves to arrange and advise.

*Action: Nick Leaves*

Helen Metcalfe has provided the name of a website with demographic and other information regarding the Parish. Nick Leaves to distribute this to the Group via email.

*Action: Nick Leaves*

It was advised that one of the first things to be done was to arrange a Parish walkabout with Helen Metcalfe to identify areas to be included in the Plan. It was suggested that prior to this, Parish maps should be obtained for members of the Group to mark up areas of concern. Nick Leaves to arrange with Helen Metcalfe and Keith Simpson to source and distribute maps by email.

*Action: Nick Leaves/Keith Simpson*

The matter of a dedicated website for the Neighbourhood Plan was discussed and if anyone had any web development expertise. As no one had any particular experience in this regard it was decided to try and add a page to the village website [www.bulcotevillage.co.uk](http://www.bulcotevillage.co.uk).

*Action: Nick Leaves/Keith Simpson*

Everyone was thanked for their attendance and the meeting was closed.