

THE MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLANNING COMMITTEE HELD ON MONDAY 26th MARCH 2018 AT 7.15PM IN THE COMMITTEE ROOM AT CIVIC OFFICES ON FEN LANE

Present: Councillor R Little (Chairman)
Councillors: J Charters K Sampson
P Driffill Mrs P Whittaker

J Richardson

Mrs E Preece – Town Clerk (NHTC)
Mrs C Wilkinson – Parish Clerk (SHPC)

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE
Councillor B Jackling

AGREED **Proposed by Councillor Little, seconded by Councillor Charters**
To accept the apologies of the Member listed above and reason given.
Unanimous

2. DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTEREST
None declared at this time.

3. APPROVAL OF PREVIOUS MINUTES
The Chair thanked J Richardson for his attendance which meant that they could approve the minutes of 16th March 2017 and 29th March 2017.

AGREED **Proposed by Councillor Little, seconded by Councillor Mrs Whittaker**
The minutes of 16th March 2017 be accepted as a true record.
Unanimous of those present on 16th March 2017

AGREED **Proposed by Councillor Driffill, seconded by Councillor Little**
The minutes of 29th March, with discussed amendment, be accepted as a true record.
Unanimous of those present on 29th March 2017.

AGREED **Proposed by Councillor Little, seconded by Councillor Driffill**
The minutes of 7th March 2018, with discussed amendment, be accepted as a true record.
For 3: Against 1
2 Abstention

4. RAISING OF AWARENESS – PROPOSAL BY COUNCILLOR MRS WHITTAKER REGARDING RAISING AWARENESS OF THE NEIGHBOURHOOD PLAN THROUGH HYKEHAM GAZETTE AND WITHAM HERALD

Councillor Mrs Whittaker had received a quote from Tucann for the production of the Neighbourhood Plan leaflets and their distribution through the North Hykeham Gazette and Witham Herald.

The quote covered the design and production of 7,300 A5 single sided leaflets and their delivery (6,350 copies within the North Hykeham Gazette and 950 copies in the Witham Herald for South Hykeham only). The cost was £219 (inc VAT).

The Committee discussed and approved using the magazines on more than one occasion if timescales allow.

AGREED **Proposed by Councillor Little, seconded by Councillor Mrs Whittaker** to a budgetary limit of up to £1,000 to raise awareness of the Neighbourhood Plan through the North Hykeham Gazette and Witham Herald.
For 5: 1 Abstention

Councillor Mrs Whittaker and North Hykeham Town Clerk to liaise regarding content for the leaflets however initial thought was given to using the five reasons listed on our website. The aim of leaflets being to raise awareness through factual information about the Neighbourhood Plan.

5. USE OF SOCIAL MEDIA

The Committee discussed the possibility of raising awareness of the Neighbourhood Plan over and above the leaflet distribution via social media outlets such as facebook, twitter and online. J Richardson suggested asking the local schools to publicise through their student engagement networks such as newsletters and social media forums. Discussion was also had around appealing to free methods of media like local radio stations.

6. UPDATE ON NEIGHBOURHOOD EXAMINATION AND FUTURE STEPS TOWARDS ADOPTION

Both Examiners, Liz Beth and Tony Burton, were approached with Liz Beth being available from April and therefore appointed by NKDC.

The Examiner has been appointed she will be sent all documentation by NKDC. No one is permitted to make any changes to the plan in light of comments received during Regulation 16 as that is for the Examiner to consider. The pre-examination usually takes around 4 weeks, at that point the Examiner will issue an initial draft report. The initial draft report is an opportunity to check for errors and suggest any changes; although it should be noted the Examiner is not obliged to amend the report if not in agreement. Timing on this final version report will depend on what concerns are raised.

For all of the Neighbourhood Plans, so far, the recommendation of the Examiner has been to proceed to referendum subject to changes. An information statement will be published, with a minimum of 28 working days prior to the referendum. The likely earliest date for a referendum would be September 2018.

The Committee continued to discuss what the referendum would look like with the Chair informing them if a majority vote was received for the plan this would be legally ratified by NKDC as they would be obliged to do so. If there was not a majority vote then NKDC are not obliged to ratify the plan. The biggest advantage of obtaining a majority vote would be the formal acceptance of the Neighbourhood

Plan and the associated CIL / development money that would be released to the Hykeham Neighbourhood Plan area.

The Councillors asked how many comments were received from the consultation in which the Chairman informed them that there were approximately 70 comments were received initially and then a further 12 comments during Regulation 16.

The Chairman informed them of an NKDC Overview and Scrutiny Panel meeting with the Church Commissioners this Wednesday coming. He will be attending as Chairman of the OSP, therefore if Councillors have any questions for the Church Commissioners to let the North Hykeham Town Council office know as soon as possible.

7. **DATE OF NEXT MEETING**

Before we can arrange the date of next meeting we will need to wait until the Examiner has examined the plan and produced feedback.

The meeting closed at 1950.

