

**MINUTES OF THE SILEBY NEIGHBOURHOOD PLAN ADVISORY COMMITTEE  
MEETING HELD ON WEDNESDAY 17<sup>th</sup> October 2018 AT 7.00pm AT SILEBY  
COMMUNITY CENTRE, HIGH STREET, SILEBY, LEICESTERSHIRE**

**PRESENT**

|                             |                         |                        |
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| Liz Astill (Meeting Chair)  | Jon Frost               | Peter Astill           |
| Peter Small                 | Cllr Billy Richards     | Ady Crawley            |
| Cllr Julie Jones (observer) | Gary Kirk (Your Locale) | Martin Field (Minutes) |

| <b>Min.No.</b> | <b>Details</b>  |
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| <b>18/62</b>   | <b>WELCOME AND APOLOGIES</b><br>Apologies had been received from Valerie Marriott, Liz Jones, Phillip Crawley, Shelly Mastericks, Emma Compson.   |
| <b>18/63</b>   | <b>DECLARATIONS OF INTEREST</b><br><br>Cllr Richards noted his involvement in the Sileby Project (TSP).   |
| <b>18/64</b>   | <b>MINUTES FROM PREVIOUS MEETING – 30<sup>th</sup> AUGUST 2018</b>  |
| 18/64.1        | <u>Accuracy of minutes</u><br><br>These were approved with one amendment : point 18/56 should have noted that the Barnard Drive application had been submitted but not yet decided.   |
| 18/64.2        | <u>Matters Arising</u><br><br><u>18/55.2</u> Emma & Liz had met with Nicky Morgan who took away a copy of the draft Plan and wishes to be kept updated.<br><br>Subsequent questions were raised in Parliament about planning and housing requirements in local areas, and there is the opportunity to meet with the ‘Neighbourhood Plan Champion’ on 16 November (GK willing to attend).<br><br><u>18/56</u> Planning Applications – Leicester City Football Club’s application was approved last week. The condition concerning ‘sustainable transport’ will be confirmed when the site becomes operational.<br><br>The Barnard Drive application is still awaiting a decision : it was noted that some more study on traffic movements had been undertaken.<br><br><u>18/57.2</u> The site noted as ‘confidential’ has now been removed from the proposed Plan. |

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| <p>18/64.3</p> <p>18/64.4</p>                     | <p><u>18/58</u> Plenty of people attended the community event, and there has been positive feedback and constructive comments, especially about the role of care homes and accessible places.</p> <p>The evidence of the amount of work undertaken on the Plan so far has been generally well received, and an improvement on the first public meeting. More information was wanted on the proposed new 'delivery vehicle' and in words that can convey a better understanding of this idea.</p> <p>The meeting noted an honest uncertainty in the village about how the future impacts of a Neighbourhood Plan could materialise - the 'newness' of an NP is still quite apparent, although the 'actions' in the NP will clearly set it apart from previous 'plans'.</p> <p>It was also noted that comments had been received at the event and subsequently on the scoring relating to the 'site suitability' survey, and that some external parties had not received full information on the scoring matrix used.</p> <p>It was noted that the refreshed Parish website is now live and a clear improvement on the previous, although it was still felt to be a little difficult to find the Neighbourhood Plan information.</p> |
| <p><b>18/65</b></p> <p>18/65.1</p> <p>18/65.2</p> | <p><b>Update on current planning applications</b></p> <p>The Leicester City Football Club and the Barnard Drive applications are noted above.</p> <p>There has been an unauthorised demolition of a 'listed' wall in the village. The Parish Council is to issue a letter to CBC.</p>  |
| <p><b>18/66</b></p> <p>18/66.1</p>                | <p><b>Draft of Sileby Neighbourhood Plan – progress on latest draft</b></p> <p><u>Changes already made to draft</u></p> <p>GK noted a number of small iterations had been made as below:</p> <p>P13 : the detail on consultation events had been updated.</p> <p>P15 : the history list sent by Eric Weaver is now included, plus pictures from Parish Council's website</p> <p>P22 : the boundary lines denoting the village 'limits to development' had been updated and confirmed at the meeting.</p> <p>P25 : the Plan's proposed parking requirement had been amended (now a minimum of 2 spaces for 2 bed dwellings; 3 for 3 bed; 4 for 4 bed).</p>  |

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| 18/66.2 | <p>Mention in the text of the 'Delivery Vehicle' has been changed to "another delivery organisation".</p> <p>P30 : the text on the 'reserve sites' now incorporates that previously included under the 'brownfield' policy.</p> <p>P40/41 : the reference to a policy regarding 'local green space' has been revised to state that "development will only be supported in special circumstance where ....", so that this is in accord with preferences aired at the open event, especially with regard to potential change in the park and pavilion.</p> <p>[It was noted that once such a policy is approved in an adopted Plan then the Parish Council is likely to be the body that makes the on-the-spot important assessment of any judgement for future protection or change to the park area. The question was aired whether a minimum % of the park could permanently be protected as 'local green space', thereby permitting some sympathetic development of the area, if so desired. It was acknowledged that a Plan policy now 'buys' time to assess what could come forward over the next 3-5 years before the natural review of a Plan.]</p> <p>All references to the National Planning Policy Framework had been updated – transitional arrangements are under way at a national level to implement all changes from January 2019.</p> <p>Consents have been obtained for proposed pictures.</p> <p><u>Further amendments required to the draft</u></p> <p>The meeting agreed the following changes:</p> <p>P26 : Sileby is noted twice, whilst Syston and Quorn have been omitted by mistake.</p> <p>P35 : the keys to all maps need to explain use of all their colours.</p> <p>P36 : change the reference to 40m and 100m into 'above sea level'.</p> <p>The image of the park needs a map reference.</p> <p>P44 : the notes on "important open spaces" need site references.</p> <p>P71 : the reference to parking requirements in accordance with Highways standard requires change to fit reference in 18/66.1 above.</p> <p>The 'Ridge and Furrow' needs their plotting to be amended.</p> <p>The Transport policy needs to incorporate the word "safe" (from NPPF).</p> |
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| 18/66.3                            | <p>It was noted that the old village pound is not included in the reference to 'Listed Buildings' at present., although it was not clear if this is 'listed' or not.</p> <p>Subject to these changes it was <b>agreed</b> the draft will be ready for the Section 14 public consultation.</p> <p>The draft will be taken to the next meeting of the Parish Council (1 November) to be approved for that purpose. Papers will need to be in to the Clerk by 25<sup>th</sup> to be issued to Councillors by 26<sup>th</sup> October.</p>   |
| <p><b>18/67</b></p> <p>18/67.1</p> | <p><b>Arrangements for Regulation 14 Consultation</b></p> <p><u>Documentation</u></p> <p>Discussion was had on how to minimise any risk that the detail of the draft Plan appears as intimidating in its breadth. One idea raised was to circulate a summary of the policies, with short covering detail on their intent and purposes rather than all the 80+ pages.</p> <p>The Appendices and all supporting information need to be in place for the consultation to take place. GK will confirm these and other supporting information and will speak to Derek regarding a 'covering' detail for the site assessment references.</p> <p>The Appendices will be placed on the website for public use along with the full draft of the Plan.</p> <p><u>Circulation of notices and availability of N P detail</u></p> <p>It was acknowledged that residents need to be aware of where to find details of the draft Plan, and that copies of the plan are available in different locations.</p> <p>One hard copy will be available for reading in the Parish Council office.</p> <p>A one-page leaflet 'drop' might be made to all residents to inform them of the arrangements to obtain details of the documents, with supplementary information and announcements on social media.</p> <p><u>Consultation period</u></p> <p>The coming Regulation 14 consultation period must be a minimum of six-weeks. As it looks like this might spread over the Christmas period it may make sense to extend the overall period to seven weeks.</p> <p>The Parish Council will need to write to a stipulated set of local and statutory consultees. The Borough Council is just one of the consultees at this stage. GK can advise about posters and publicity, etc.</p> |

The idea was made of having 1-2 public engagement sessions in the final week of the consultation period as opportunities for some general discussions about local impressions on the draft.

#### Collation of responses

GK has templates for co-ordinating and collating the responses and suggestions received in the future.

#### Final submission to CBC after the Regulation 14 consultation

Once all the required documentation has been completed (including a summary of actions taken to respond to comments received during the consultation period), a final formal submission to CBC can be delivered, along with a note of the Parish Council's recorded minute that a submission can now be made.

CBC will check that all the required documents have been submitted appropriately and that these represent an acceptable example of a Neighbourhood Plan.

[It was noted that CBC has been very supportive of local work to produce other Neighbourhood Plans and has been responding promptly to such submitted documentation.]

#### Next actions by CBC

CBC will consider the draft documents, and the issues that have been raised during the Regulation 14 period and ask how such issues have been considered in the final submitted edition of the Plan. It will discuss any further matters with the Parish Council, and then refer the documentation on to the appointed Independent Examiner. [GK noted he will have some advice on how to agree on the selection of the Examiner.]

The formal assessment of the submitted Plan by the Examiner is fairly final. There is only room to challenge matters of fact that could be inaccurately recorded, and minimal room to challenge any conclusions. The changes that the Examiner may require will need to be met.

Once there is an agreement to take a completed Plan forward to parish Referendum, CBC will organise all the administration of this. The Parish Council can certainly encourage people to vote, but it is not permitted to recommend either a 'Yes' or a 'No' vote to electors.

There are CBC elections planned for May 2019, so it is unlikely that a referendum would happen in the 'purdah' period before these take place. This could mean that a Referendum for the Sibley N P may be in early-mid Summer 2019.

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|              | In practice, the N P draft could start to exert some 'planning weight' after its final consideration by the Examiner (it would not be before, as there could otherwise be a risk of making planning-related decisions against proposed N P policies that are subsequently rejected).                             |
| <b>18/68</b> | <b>Funding – spend against budget / future</b>   |
| 18/68.1      | The Parish Clerk is currently doing the end-of-grant monitoring form to verify use of the initial grant funds received - GK will liaise on this.   |
| 18/68.2      | Other funds remain available from the "Awards for All" contribution.   |
| <b>18/69</b> | <b>Any Other Business</b>  |
| 18/70.1      | It was noted that a number of Parish Councillors are co-opted rather than elected, due to a lack of take-up at election times. It is hoped that more parishioners will stand for election when the next election time comes.   |
| 18/70.2      | 'Powers of Competence' will be returning to the Parish Council after May 2019.   |
| 18/70.3      | The Parish Council has received details of a series of open Briefings on 'community-led housing' that are scheduled during November. There will be a session in Loughborough 10.00- 12.00 on 20 November at John Storer House. Bookings are via Eventbrite and details are available through the Parish Council. |
|              | <b>DATE OF NEXT MEETING(S) – Sileby Community Centre</b>   |
|              | It was agreed to arrange the next meeting to be @ end-January.   |

Signed .....

Date .....

**M Field / SNPAC 231018**