

GAINSBOROUGH TOWN COUNCIL

MINUTES of a MEETING of the NEIGHBOURHOOD PLAN WORKING GROUP held at Richmond House, Morton Terrace, Gainsborough on Monday 10 December 2018 at 2:00 pm

Present:	Councillor Michael Hopper	
	Councillor Sheila Bibb	
	Barry Coward	Chair NNLCRP
	Matthew Gleadell	Previous Clerk to Council
	Claire Hill	Clerk to the Council

In Attendance:	Neville Brown	West Lindsey District Council
	Elaine Poon	West Lindsey District Council

The Chair – Councillor Hopper, welcomed all to the meeting and introductions were made to the new Clerk (Claire Hill), and confirmation that Matthew Gleadell previous Clerk to the Council would remain involved with the Group given his involvement and contribution to date, was welcomed by the Group.

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Denise Schofield – Gainsborough Town Council

2. MINUTES OF THE LAST MEETING

Minutes of the previous meeting (4 July 2018) were noted as outstanding. Mr Gleadell agreed to circulate ahead of the next meeting.

3. DRAFT NP UPDATE (V5)

Mr Gleadell noted the recent work undertaken on the draft plan, namely:

- Cross reference to the LCC heritage asset list
- Proof reading
- Preface written
- Chasing Urban Forward Ltd for formatting of Maps and plans for inclusion

He noted that the town centre shop front survey was outstanding. Cllr Hopper acknowledged that this was work in progress and advised that this had proved to be more time consuming than initially expected in terms of cataloguing images. Mr Coward highlighted that he had images of the town centre that may be of assistance. Ms Poon referred to the Shop Front Grant Scheme offered by WLDC and Cllr Hopper confirmed that reference to this had been included in the NP. It was agreed that Cllr Hopper and Mr Gleadell would work to refine the level of detail included to move the draft forward.

Mr Brown referred to the review of the local listings document by the WLDC Conservation Officer.

Ms Poon referred to work ongoing at WLDC in relation to prioritisation of green space projects to assist with S106 funding allocation. She distributed the draft consultancy brief to the group for comment and noted the correlation with the Gainsborough Green Network concept within the NP. General feedback was that in principle there were no conflicts with the NP, it was suggested that the Town Council be invited to comment on the draft report once issued.

It was agreed that the draft NP plan would be circulated to Members of the Working Group for review and comment and due to the size of the document this would be facilitated by a file transfer service (Such as 'We Transfer'). It was acknowledged that the transport references within the draft could be enhanced however it was felt that this should not delay the process and

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acknowledged that strategic review would be due in the next five years and there may also be funding available to support modifications in the future.

Discussion then moved to Regulation 14 Consultation and the aim to start this in January 2019. The group expressed a desire to include non-statutory consultees in this part of the consultation process, particularly those groups that had already taken part in the previous consultation activities but noted the limitations in terms of the availability of these groups. There was also reference to business involvement and it was suggested that the WLDC led Place Board may be an opportunity to do this. The group noted the 6-week minimum statutory consultation period.

In terms of the referendum Cllr Hopper advised that guidance from WLDC dictated that this could not run as hoped in tandem to the local elections in May 2019. Therefore, the consensus within the group was to hold the referendum prior to the May elections.

4. NP FINANCE UPDATE

The group reviewed the NP income and expenditure sheet and noted:

Income at £26,950

Mr Gleadell commented that in addition to the income shown there was an additional £5k funding agreed with WLDC outstanding and £5k within Gainsborough Town Council earmarked reserves, bringing the total income to £36,950.00.

Spend to date is at £32,914.13

It was highlighted that further costs from Planning with People were expected at circa £4k post regulation 14 consultation.

Costs in relation to promotion of the referendum and the spend on these activities by others further progressed with their NPs, would indicate that additional funds may be required. Various options for promotion of the referendum were suggested including:

- Hattie the Stagecoach Community Bus
- Letter drops
- Press
- Signage on key gateways to the town
- Replicate / inclusion within Gainsborough Travel Guide (currently due to be distributed in April 2019)

5. FORWARD PLANNING 2019

Next steps were agreed as:

Draft plan to be circulated within the group as soon as possible for review and comments to be submitted at the beginning of January 2019.

Next meeting to be held mid to end of January 2019 with a view to final draft being available end of January early February 2019.

Regulation 14 Consultation to start early February – Mr Brown advised that there would be no resourcing available for this activity from WLDC.

6. AOB

None tabled.

The meeting closed at 3.20pm.

Signed: