

## Meeting 2

### Spofforth Neighbourhood Plan Minutes With HBC

**Location:** Civic Centre, Harrogate

**Date and time:** 7<sup>th</sup> February 2018, 10am

**Attendees:** Gill Ritchie, Harrogate Borough Council  
Liz Payne, Harrogate Borough Council  
June Geddes, Spofforth PC/ Neighbourhood Plan steering group  
Steuart Killin, Neighbourhood Plan steering group  
Nigel Moore, Spofforth PC/ Neighbourhood Plan steering group  
Phil South, Neighbourhood Plan steering group

#### Actions

#### 1 Update from HBC re: Neighbourhood Area designation

Liz confirmed that the neighbourhood area had been confirmed and that HBCs website had been updated to reflect this. There was a discussion around what contact details should be used in the following publicity and it was agreed that the Parish Council clerk would act as the point of contact initially. Liz to organise press release and poster.

Liz

#### 2 Update from Spofforth team

The team have drafted a project plan which Liz will provide feedback on. The initial steering group is being increased to include new members and plans are being made to publicise the neighbourhood plan.

Liz

A general discussion followed on how the team could use the upcoming Spofforth Beer Festival as a venue to begin consulting.

Gill suggested the team look at [https://mycommunity.org.uk/take-action/neighbourhood-planning/case-studies/?subject=neighbourhood-planning&cpt=case\\_study](https://mycommunity.org.uk/take-action/neighbourhood-planning/case-studies/?subject=neighbourhood-planning&cpt=case_study) for best practice examples.

Locality have produced a consultation worksheet: <https://mycommunity.org.uk/wp-content/uploads/2016/08/My-Community-Roadmap-Worksheets-PR.pdf>

- 3 The team confirmed that the steering group had an agreement in place with the Parish Council on the range of activities the group would take and how decisions would be dealt with.

Gill flagged up to the team that there were imminent changes to data protection regulations that would impact on how the team held data gained from consultations. The team would need to ensure that direct consent to hold and use data was gained from all respondents. Information on respondents would need to be passed onto HBC so that HBC can consult prior to examination – respondents would need to be aware of this. Liz can agree appropriate wording with the team at a later date.

- 4 The team have arranged a meeting with David Glock Planning Consultant to get an idea of how he may help. Gill suggested that we could provide support if the team were to conduct interview or wanted to write a brief for prospective consultants. There was a general discussion on whether consultants were necessary at this stage. Gill suggested that they contact some of the other neighbourhood forums who have used a consultant to gain recommendations or advice.

The team to feed back on the outcome of this meeting.

Gill highlighted that a new funding programme will begin from 1<sup>st</sup> April: see the following website <https://mycommunity.org.uk/take-action/neighbourhood-planning/support-grants/>

- 5 Gill and Liz provided a policy overview. As a starting point the team should consider the Growth Strategy policies (GS1-GS8) of the publication draft local plan: <https://consult.harrogate.gov.uk/portal/pp/lp/pd18/pd18?pointId=s1479135049218#sections1479135049218>.

They also set out HBC's expected timeframe for the Harrogate District Local Plan.

The team requested maps of the neighbourhood area showing the main issues (ie floodzones etc). Liz to organise this.

Liz

- 6 Gill provided an overview of the duty of support which HBC would provide the team. The key points are that HBC will not write the neighbourhood plan nor carry out primary research to support the plan. HBC will share evidence produced for the local plan and will provide advice on producing questionnaires etc. Gill is drafting a 'memorandum of understanding' once completed and agreed by all it will provide certainty on the support which the team can expect from HBC.

Gill

Gill to send the team a list of who should be consulted throughout the progression of the neighbourhood plan.

Gill

Gill to send Neighbourhood planning lead contact from North Yorkshire County Council (as the transport authority).

Gill

Liz to send link to traffic modelling evidence produced for Local Plan.

Liz

Gill to send link to Conservation Area Appraisal.

Gill

**Notes following the meeting:**

North Yorkshire County Council's Neighbourhood Planning coordinator is Carl Bunnage – [Carl.Bunnage@northyorks.gov.uk](mailto:Carl.Bunnage@northyorks.gov.uk)

Spofforth Conservation Area Appraisal - [https://www.harrogate.gov.uk/downloads/file/782/conservation\\_area\\_-\\_spofforth](https://www.harrogate.gov.uk/downloads/file/782/conservation_area_-_spofforth)

District Transport model – [https://www.harrogate.gov.uk/downloads/file/2005/2016\\_october\\_-\\_harrogate\\_district\\_transport\\_model](https://www.harrogate.gov.uk/downloads/file/2005/2016_october_-_harrogate_district_transport_model) However, please be aware that Spofforth is outside of the detailed model area and therefore there are no specific results for the village of Spofforth.

Link to Neighbourhood Planning Regulations 2012: Consultation Bodies – <http://www.legislation.gov.uk/uksi/2012/637/schedule/1/made> Not all of these bodies will be relevant to Spofforth. It would be best to initially contact Natural England, Environment Agency and Historic England with the proposed scope and aims of the neighbourhood plan as these are the key bodies in regards to the sustainability appraisal. The list of bodies listed as M – Q will help you plan your engagement strategy – you may wish to ask for their input into the engagement strategy.