

Tibshelf Parish Council
Notes of the meeting of the Neighbourhood Planning Steering Group
held on Tuesday 17th August 2021 at Tibshelf Village Hall,
at 7.00 p.m.

Present: Councillors. I Brentnall, M Coupe (Chair), D Watson

Community. B Green (Vice-Chair), S Haddock, M Shreeve

In attendance: M Scarborough (Communication and Projects Officer)

A Towlerton (Planning Consultant)

J Barron (Derbyshire County Councillor)

1 member of the public

1 Apologies for Absence

Apologies for absence received from Councillors: K M Salt MBE and P Billington.

Apologies for absence received on behalf of the Community: H Channon

Apologies for absence received from C McKinney (Bolsover District Council)

2 Notes of the meeting held 10 June 2021

All in favour of accepting the meeting notes as accurate.

3 Deadline for comments/alterations/corrections by the Steering Group on the Draft Plan and all Supporting Evidence Documents, to enable artwork finalisation and print for the consultation periods.

Items 3, 4, 5 and 6 were taken together.

S Haddock gave a presentation to the Steering Group that contained a gantt chart showing the remaining tasks to be completed and their chronological order.

The deadline for comments/alterations/corrections would be 23rd August 2021.

The indicative draft will need design, formatting and artwork. It will then need printing by the Parish Office. This process would take approximately four weeks until 27th September 2021.

The Exhibition would need an 'event promotion period' which would include leaflet/poster design, printing and distribution. This could begin on 28th September and finish on 28th October. The Exhibition graphics would need to be created and produced. It could contain a concise summary of the indicative draft, spread over multiple panels. A reference to finding the full plan will be promoted. The production period could run from 3rd October to 28th October.

The exhibition publicity period itself could start on 29th October, cumulating in the exhibition being held on the weekend of 27th November 2021. This would need one day to set up prior to the event. Cllr D Watson and M Coupe raised concerns about clashing with the Christmas period. St John the Baptist Church was suggested as the venue. M Shreeve said he could speak to the Vicar to see if this weekend was

free, on the Friday and Saturday specifically. A Towlerton agreed these were the preferred days.

A Towlerton explained the Regulation 14 consultation process. The statutory consultees must be consulted. The community consultees should be contacted, but good communication with the public, such as with the exhibition, could allow this process to be quicker if the feedback is positive. This whole period should be a minimum of 6-weeks to give enough time to for consultees to respond and check all required people have been contacted. The Group agreed to give 8-weeks starting from 29th January 2022.

Before the Regulation 14 stage, the draft plan should be presented to Tibshelf Parish Council. This would occur approximately from 1st January 2022.

The Regulation 16 consultation is when the plan is submitted to Bolsover District Council. This could occur for 6-weeks from 4th April 2022. Bolsover will appoint the examiner and make arrangements for the referendum during this period. Submission to the external examiner could occur on 2nd May 2022, or first week of May.

After it is received back from Bolsover and the external examiner, it will undergo final amendments and printing. This could occur from 30th May 2022.

The 28-day of referendum notification is organized by Bolsover District Council and could occur in tandem with the submission to external examiner.

S Haddock queried if the Steering Group could campaign for a Yes vote. Tibshelf Parish Council and staff cannot campaign on one side or the other of the referendum, but can encourage voter turnout. Parish Councillors cannot campaign in their capacity as a Parish Councillor, but can campaign as a member of the public. There will be a first wave of leaflets notifying the public of the referendum, and then a second wave campaigning for Yes or No once the polling cards go out.

The referendum could occur in early June 2022. The Steering Group can be dissolved immediately prior to the referendum. Turnout should be comparable to a normal local election turnout, potentially higher. M Coupe said it was preferable the Steering Group stays together to the end, even if meetings are less frequent.

A discussion occurred about whether a further public meeting would be needed between the exhibition and submission to Tibshelf Parish Council. D Watson suggested a special Parish Council meeting is held in early January 2022 to explain the draft plan to the Parish Councillors. I Brentnall explained a normal Parish Council meeting wouldn't allow for enough discussion and supported the special meeting.

S Haddock showed the meeting poster designs.

A member of the public raised concerns over the extension of the conservation area. M Coupe explained that is will be including the chapel and other buildings. The resident explained that they hadn't been given up-to-date information. S Haddock explained that anything in the conservation area will not be going on the heritage asset list. The letter sent to the resident contain the latest information at the time of

writing, but new developments had occurred since sending it. M Coupe said the conversation area extension is in the review stage, but not yet set in stone. D Watson was unsure when the Planning Committee of Bolsover District Council would formally approve it. M Coupe said the Steering Group is working with the Bolsover planning department, and once the conservation area extension occurs, any properties placed in the area will be removed from the heritage asset list.

B Green proposed to exclude the properties from the heritage list which Bolsover District Council are wanting to include in the conservation area. If they don't change the conservation area, they can go on later. D Watson seconded. All in favour.

4 Public Exhibition: Decision on possible dates and venue.

See Item 3 above.

5 Live explanation of production and key dates/events/periods to the conclusion of the Plan.

See Item 3 above.

6 Publicity vehicles required for the Public Exhibition.

See Item 3 above.

7 Costs: Exhibition and print estimates. State of our financial resources.

M Coupe referred to estimated costs in group members' agenda packs.

The Communication and Projects Officer was asked to speak with the Locum Clerk about how much money was left with Locality. A Towlerton recommended writing to them instead of doing an audit trail in the Parish Office. A Towlerton estimated there was £6-7,000 remaining. Locality needs 6-weeks to process an application.

£1,800 credit was with Roy Nadin printing. The Communication and Projects officer to check if this fund will fund printing of the exhibition and plan, and if so, comments on Locality may not apply.

M Coupe updated the meeting that five further responses had been received about the heritage asset list. Three accepted being on the list.

M Coupe asked J Barron for any further details on the proposed new primary school in Tibshelf. J Barron said it was extremely sensitive and could not provide concrete answers at this time.

8 Date and time of next meeting

The Group agreed the next meeting would be held on Tuesday 28th September 2021. The Group also agreed to schedule a special meeting of Tibshelf Parish Council in January 2022 to fully explain the Neighbourhood Plan to Parish Councillors.

M Coupe agreed to liaise with the Locum Clerk about this.

The meeting closed at 8:17 pm.