

Monks Kirby Neighbourhood Plan Advisory Committee Meeting

Tuesday 17th November 2020 (Zoom)

No. 1

Attendees:

Tim Washington (TW)
Daniel Middleton (DM)
Paul Woods (PW)
Bill Woolliscroft (BW)
Gary Kirk (GK)
Helen Varah (HV)
Jane Wright (JW)
Barbara Dent (BD)
Alexa Higgins (AH)

1. Welcome and apologies

TW and GK welcomed attendees to the meeting.

2. Declarations of interest

GK Confirmed that these meetings should be run as per Parish Council meetings e.g. meetings are open, minutes & agendas are available and circulated to the public.

3. Appointment of Chair / Secretary

Chair - Tim Washington.

Secretary - Alexa Higgins / Barbara Dent.

4. What is neighbourhood planning - brief update / questions

TW confirmed that Monks Kirby issued a Parish Plan approximately 12-15 years ago, which had been updated 5 years ago. GK confirmed that some of this plan may be used to feed into the new Neighbourhood Plan.

GK advised attendees that the Parish Plan is an advisory document only and does not have to be used by Rugby Borough Council.

Planning rules are changing and if Monks Kirby does not have a Neighbourhood Plan this could rule against us when feeding into planning applications.

The aim of this committee is to develop a Neighbourhood Plan that is proactive, rather than reactive.

GK shared a presentation on 'Your Locale'

Action: GK to forward presentation to all attendees.

Action: Clerk to upload this to Monks Kirby Parish Council website.

Action: GK to share a list of planning decisions where Your Locale had supported the applications.

BW queried if the Neighbourhood Plan was for the Parish and not just Monks Kirby village.

DM queried the boundary of the Parish.

Action: TW to circulate map showing boundary of Parish.

GK confirmed 95% of applications are relevant for the whole Parish.

BW informed attendees that there is an area bordering Magna Park - to the South side of the A5 that belongs to Leicestershire. This may have an effect on what the committee decides.

JW queried how long this Neighbourhood Plan would remain relevant for?

GK confirmed that there is no specific rule and that we can incorporate previous plans into this plan.

GK recommended that this committee is an advisory Committee for Monks Kirby Parish Council.

Action: Vision Statement. Think about before next meeting - TW / DM / PW

Action: Questionnaire - For next meeting - JW / BW / HV

5. Funding update

Grant has been approved and at the time of this meeting funds should be in Monks Kirby Parish Council's bank account within the next week.

TW asked if there needed to be a referendum who would fund this?

GK confirmed that this would be funded by Rugby Borough Council as it is an examination.

Rugby Borough Council receive £30k upfront from the Government, for us designating our area.

The referendum would be run as per a General Election and Council Elections - with polling cards sent out and people can vote on the day or submit postal votes.

6. Date of future meeting(s)

Tuesday 8th December - 7.15pm (Clerk to send invitation) - zoom.

Monks Kirby Neighbourhood Plan Meeting

Tuesday 8th December 2020

No. 3

Attendees: Tim Washington (TW)
Bill Woolliscroft (BW)
Helen Varah (HV)
Alexa Higgins (AH)
Gary Kirk (GK)
Barbara Dent (BD)
[Jane Wright](#) (JW)
Paul Woods (PW)

Apologies: Dan Middleton (DM)

Declarations of interest.

Nil.

Minutes of meeting held on 17th November 2020.

Approved.

Matters arising.

Nil.

Designation of neighbourhood area.

Letter was sent to Rugby Borough Council beginning December.

AH to monitor for response - until this is confirmed we are not a designated area - inform GK and Committee when received.

Draft terms of reference.

GK to make changes as discussed and circulate.

AH to put a note on notice board that minutes etc. are on the Parish Council website and to email the Clerk for further details.

Draft programme.

Funding discussed.

Statistical data.

Taken from the Government Census.

Document looks at statistics to do with Monks Kirby and compares to Rugby, the Borough as a whole and England.

** (AH circulate document)

Action: BW to forward information on affordable housing and discussions previously held to GK.

Funding update.

Funds received.

Questionnaire feedback.

Discussion on circulated document.

Committee to consult RBC and get feedback on what questions to ask re housing survey.

Infrastructure of village must be considered e.g. car charging points, employment opportunities, broadband, roads safe for motorists / cyclists / pedestrians.

Next step - attendees agreed that headings on the draft documents are a good start and to develop questions around these.

GK recommended the questionnaire be no more than 8 pages and for ease of printing in multiples of 4.

An electronic version will also be available for people wanting to complete this on-line.

Action: Draft questionnaire to be produced and emailed to committee, then brought to the next meeting Tuesday January 26th 2021 for final discussion and agreement - questionnaire team.

Vision Statement.

Discussion was held on previously circulated document.

TW to incorporate suggested changes and re-issue.

Next steps.

Logo.

Committee agreed to use pencil drawing of St. Edith's.

Land Ownership.

Make contact with land owners, especially if policies are likely to affect them.

Action: BW / BD to produce list of landowners.

Local stakeholders

GK to provide a list of statutory stakeholders (Environment Agency, Natural England, energy providers, water providers etc.)

Committee to make contact and ask them if they would like us to take anything into account.

Action: Produce list of local businesses and service providers - GK / TW.

Communication.

Committee agreed to use:

Google drive

Village newsletters

Noticeboard

Whats app

Round the Revel

History of parish.

Potted history of parish - as means of introducing to the examiner who will not be familiar with the area.

GK recommended this be a page and a half, to include photographs.

Date next meeting.

Tues 26 January - 7.15pm.

Monks Kirby Neighbourhood Plan Committee meeting

Thursday 28 January 2021.

Minutes

No. 6

Attendees: Tim Washington (Chair, TW) Gary Kirk (GK), Jane Wright (JW), Bill Wolliscroft (BW), Dan Middleton (DM), Fran Payne (FP), Barbara Dent (BD), Paul Woods (PW), Helen Varah (HV), Alexa Higgins (AH).

Welcome and apologies

Apologies - Nil.

Declarations of Interest

Nil

Minutes of Meeting held on 6 December 2020

a. Accuracy.

Approved.

b. Matters Arising

Action: TW - Outstanding action - incorporate changes to vision statement & circulate to Committee.

GK - Distributed list of statutory stakeholders.

GK Advise leaving the list as it is. E.g. Coal Board / Network Rail.

Action: TW to update list of Statutory Stakeholders with notes and circulate to Committee.

Action: BD / JW / DM. History of Parish from Domesday to current day.

Approx. 1-2 Pages with photographs. This will make it easier for anyone not living here to get an idea of the village and surrounding area. Timescale - medium term.

Action: AH add to April agenda.

Designation of Neighbourhood Area

Action: AH to send reminder to Stephanie Gibrat (Head of Planning & Development, Rugby Borough Council) and chase for response - original letter sent 03/12/2020.

Questionnaire update

Draft document issued by HV. This document is based on the Committee's discussion around a previous document and examples provided by GK.

JW suggested an introductory paragraph with information about what a Neighbourhood Plan is and history for MK?

TW Suggested this be a separate document - optional for people to read.

GK Confirmed the questionnaire should not be too long and off-putting and supported the idea of a separate document.

Section: Parish.

BW - 'what do you like best about Monks Kirby'

There is no mention of the Conservation area and the School. Also there is no major through-road. Remove allotments.

BW - 'are there other facilities you would like to see'.

This space to be blank so people can fill in themselves.

DM - Include a space for what is not nice about the village & encourage people to give honest feedback.

GK - Has found people respond well to tick boxes - this also makes it easy to interpret the information.

GK - Advised caution on free text boxes as people may overflow the space. Maybe provide an option of having another box 'other' for people to add in.

JW - This section should mention the Greenbelt.

TW - Advised caution in suggestions e.g. convenience shop. This could not be delivered upon and would not be realistic.

Action: Questionnaire group to discuss tick boxes / free space regarding what people don't like. Instructions to be added e.g. (maximum number of words).

TW - Other facilities - it would be good to have an understanding of how many times people use these facilities. Use tick boxes here - regularly use? / rarely use?

Section: Environment & Heritage

BW - Section 4 & 5. Advised caution about suggesting items as the small size of the parish means the Parish Council would be unable to make these programmes happen e.g. solar farms, wind turbines

TW suggested re-wording this question to 'if applications came along - would you be in favour or against?'

JW - Combine sections 1 & 2?

JW - These sections are aspirational and this must be made clear.

JW - Section 3 - 'To what extent do any of the following cause you concern'
Add drainage & unlawful development (concern re abuse of planning system and building in the greenbelt).

JW - Section 6 - Monks Kirby is a village conservation area - therefore buildings don't need listing. So is this question needed? Questionnaire group to discuss.

Action: HV - Section 1 - Produce a grid with tick boxes numbered 1-5.

Section: Housing.

Rugby Local Plan to be taken into account as this will feed into this section.
Add historical information on the status of Monks Kirby and what developments are / have been allowed in the village.

Location of new housing...change direction of question so as to not alarm residents.

GK - Question 1 could be removed / re-phrased.

GK - Affordable housing - a site can be allocated through the neighbourhood plan. This needs a description of what affordable housing is.

Section: Infrastructure & Information.

GK - Include Broadband - is this sufficient and is the speed strong enough for mobile signals?

Ongoing.

Section: Transport.

Remove mention of Agricultural vehicles.

Add box to question two - is this well served in the parish? Remove question 3.

Section: Business & Enterprise.

Add agricultural business.

Section: Parish Council & Local Government.

Ongoing.

This is a great opportunity to ask 'is the Parish Council doing what you want it to do / what would you like the Parish Council to be concentrating on'

Section: Demographics.

Ongoing.

Section: Have we forgotten anything?

GK - Normally by now an open meeting would have been held at which the committee would encourage people to join. Add this as an option to the last section (need name & contact details).

Action: GK to assist HV with wording.

Current Restrictions - Public meetings.

Committee agreed that ongoing discussions about the neighbourhood plan should include and would benefit from the involvement of the wider public. Committee discussed whether to delay sending the questionnaire until a public meeting could be held at the same time, to strengthen the process.

TW Suggested the questionnaire group produce a version that is approximately 90% completed. At this time the Committee will have a clearer view of when face-to-face meetings might be possible.

If the delay means face-to-face meetings are possible in April then delay sending the questionnaire out. If the delay means face-to-face meetings are not possible until the Summer then send the questionnaire out sooner.

Committee agreed.

GK Confirmed that this a great opportunity to check in with people on their housing needs within the next 5 years.

BW Questioned if Rugby Borough Council would accept this as part of a Housing Needs survey?

Action: Committee - Next meeting discuss the questionnaire and approach Rugby Borough Council to confirm.

Affordable Housing Document.

Action: AH To circulate this document to the Committee. Committee to feedback comments before next meeting.

Next Steps – establishment of Theme Groups.

To be delayed until the questionnaire has been issued and hold a discussion at that point.

Next Meeting.

Thursday 4th March 2021, 7.00pm, Zoom.

AOB.

Nil.

Monks Kirby Neighbourhood Plan Committee meeting

Thursday 4th March 2021

Minutes

No. 11

Attendees: Tim Washington (Chair, TW) Gary Kirk (GK), Jane Wright (JW), Bill Wolliscroft (BW), Barbara Dent (BD), Paul Woods (PW), Helen Varah (HV), Alexa Higgins (AH).

1. Welcome and apologies

Apologies - Fran Payne (FP), Dan Middleton (DM).

2. Declarations of Interest

Nil

3. Minutes of meeting held on 28th January 2021

a) Accuracy

Approved.

b) Matters Arising

Stakeholders list - TW to circulate when updated

4. Designation of Neighbourhood Area

Action: GK to contact his original contact to see if they can help.

Concern that this lack of confirmation may delay future funding (April / May).

5. Finalise Questionnaire

Context

Wording should be configured so that the neighbourhood plan predominantly protects, rather than developing the village.

Introduction - make sure this confirms the Neighbourhood Plan is independent and not linked to any current activity. Map with legend showing boundary to be included so people can see instantly.

Action: Wording of introduction to be changed to reflect the above. **HV.**

GK: If a high percentage of people say they want no development at all - even if an application comes in which matches the neighbourhood plan, then the plan will be viewed as irrelevant and a waste of time. Any development beyond the settlement boundary will encroach upon the greenbelt.

Suggested wording 'Development has taken place over ___ no. of years in Monks Kirby - this is your chance to shape any such development in the future...'

JW: Housing / section 1 - is this a leading question? - 'what type of development would you like to see?'

BW: Suggested adding an option here - 'no further development at all'. The neighbourhood plan could still state 'if there was to be development...'

JW: Suggested adding 'development limited to local needs' as an option.

TW: In-fill or small extensions or development

BW: Question 3 - suggested wording be changed - 'if any development is relevant what do you think is needed? / do you think the village needs any of the following?'

GK: Suggestion - 'would you support small-scale development to meet a local need?'

BW: Housing - proposed introduction - "The principle of any new housing development within the settlement boundary of Monks Kirby is generally acceptable (other restrictions such as the Flood Zone and Open Space designations would also need to be considered however). Other development outside the settlement boundary in the Green Belt will usually be resisted".

JW: Parish Council section queried if tick boxes here are needed?

Action: Parish Council section to be reduced. **TW**

Action: Plan circulated next couple of weeks. **HV**

Method of gathering data.

Make the majority of responses survey-monkey and deliver a note through doors - 'if you are unable to do this online please let us know and we will print and deliver a paper copy'.

BD / JW volunteered to door-knock to see if hard copies are required.

BW volunteered to deliver outside of the village e.g. parish.

HV Confirmed we are currently going through a four step change re covid.

Unless you are providing help to people in homes door knocking / going door to door not advised. Putting something through letterboxes is fine.

GK: Few parishes have done the questionnaire solely on-line but those that have have had a high response rate. Agree with the idea of making this available on-line first with a hard copy option if required.

GK Estimated a response rate of between 20-40% in a parish of this size.

Government encouraging online feedback due to covid.

Paper copies will mean an increase in data collection workload and therefore a higher cost.

Action: Questionnaire to be converted into survey monkey questionnaire - **GK.**

Timescale - questionnaire to be distributed early April.

6. Next Steps - establishment of Theme Groups

GK confirmed that this is a key stage in the process.

There are opportunities for small groups:

Environmental issues (greenbelt)

Biodiversity issues

Additional buildings

Nat & historic environment

Housing - design / affordable housing / housing mix / policies for windfall (infall & conditions to be met to allow this) / development of gardens

Sustainability - community facilities (protecting existing e.g. change of use, sold off - v hall / school / church), employment, new facilities, homeworking, farm diversification, broadband, transport.

Theme group launch could take place in the Village Hall if suitable. Or alternatively via a zoom meeting.

To be discussed and confirmed at this meeting - roles / date of meetings.

Committee + 2 other groups expressing interest from questionnaire.
YourLocaleLtd to provide support & guidance to these groups

BW suggested putting a heading in the questionnaire asking for volunteers.

GK suggested holding a meeting in May to look at the questionnaire results.
At this time set a date for the theme group launch - June? (Covid dependant).

7. Date of future meetings(s)

No further committee meetings needed until the questionnaire has been issued.

Meeting to be held ten days after the closing date of the questionnaire.

At the same time set a date for the theme group launch and write to people who have declared an interest in being involved.

Meeting closed 8.50pm

Monks Kirby Neighbourhood Plan Committee Meeting

9th June 2021

Minutes

No. 15

Attendees:

Tim Washington (Chair TW); Gary Kirk (GK); Jane Wright (JW); Bill Woolliscroft (BW); Barbara Dent (BD); Paul Woods (PW); Helen Varah (HV)

Welcome and Apologies:

Alexa Higgins (AH), Dan Middleton (DM)

Appointment of Chair

TW indicated he was prepared to continue as Chair, proposed BW. Seconded HV. All in favour.

Declarations of Interest – none declared.

Minutes of meeting held on 4th March 2021

Approved.

Matters arising from the minutes of the meeting held on 4th March 2021

Progress re designation of the Neighbourhood Plan Area was questioned.

RBC has not had a cabinet meeting as yet, a letter authorising designation should be formalised shortly. Group agreed to continue pending designation. BW will remind RBC at the monthly NHP meeting.

Funding

No reason why the funding should not be approved. RBC have provided a letter to explain the delay, funds should be available in the next two weeks.

GK: when the letter is received to say the bid is successful then AH will have to open a new account + password and funds will be transferred. Last year's money will be authorised to be repaid at the June PC meeting.

Questionnaire Analysis

No. 16

GK reported that the turnout was respectable = 20% of adult population. The theme throughout supported the character of the village, the Green Belt and the preservation of existing development. Low figures for the importance of local employment.

Housing – limited infill to meet local needs.

Affordable Housing – reasonable support.

Identified need in the Parish for small family homes.

Little support for housing to support disabled or for bungalows.

Unusually high support for owner occupied homes.

Good support for separate housing needs survey, appropriate new businesses in the area; help with the Neighbourhood Plan.

TW the general view of housing and development was not surprising – has this been seen in other places and how does it affect the NHP?

GK older population not supporting provision of bungalows and there may not be support for Affordable Housing but this could be part of the RBC Local Plan. NHP can shape this type of development but not stop it. These policies would need to be explained to the population.

BW re Affordable Housing survey – RBC feel there is no need to do a survey as RBC has already done one which demonstrates a need.

JW queried how many responses came from individuals or families.

GK these details can be explored if necessary but the results at the moment show general trends.

TW now we have asked specific questions what would happen if the answers are ignored?

GK this has not been a problem in other places and data is available from the census, housing data, NPPF etc. It is not unusual for the policy and reasons to be largely accepted at a future public meeting.

BW how to justify development that is other to the questionnaire.

GK There will be a range of view from the community. NHP cannot stop development in the Green Belt because RBC could override this. Possible to say there are areas where it might be acceptable.

BW there is a need to be careful the NHP is not leading people.

TW if only minimal development or no development sites are stated how would RBC see this. GK there is no obligation for the NHP to allocate sites, this would not be a disadvantage.

Theme Groups

e.g. Housing; Environment, Sustainability

TW a number of people have volunteered and they must be involved. Propose to invite NHP group and the volunteers to a meeting in the Village Hall to discuss the NHP, questionnaire results, theme groups. To be arranged over the next few months.

GK agreed a theme group launch to include welcome; overview; progress of NHP; introduction to next stage. Your Locale representatives will lead the division of volunteers and then begin the process of creating the theme groups who will work independently with a general overview from the NHP Committee.

JW how much guidance with the theme groups get.

GK facilitators have previous experience creating these groups.

TW general size of a group?

GK 6 or 7 is the optimum number. This is a tried and tested system but there will be a need to provide space for people to do small parts and not necessarily be involved in every stage. Your Locale can provide an initial template for guidance to the theme groups. There was general agreement that this would be very helpful.

GK a template to be amended and adapted gives a general view of the end result. Your Locale can create this between the next two meetings.

Action: TW agreed to contact all the volunteers as soon as possible to thank them for their interest and to suggest provisional dates allowing for the current pandemic regulations.

Date of future meeting

Provisionally 6th July or 21st July.

Minutes of the meeting held on 5th April 2022

Present: T. J. Washington (Chairman), J. W. Woolliscroft, P.Woods, Mrs H. Varah, Mrs B.Dent, G. Kirk

Apologies. Mrs J Wright. Dan Middleton apologised and formally resigned from the group due to work pressures.

Declarations of Interest: Nil

Review of Draft Plan

GK led the amendments to the draft Plan.

TJW has added a few sentences to the foreword.

The RBC CIL and G & T Development Plan documents are not yet available and were removed from the paragraph, Waste and Minerals Plan to be added.

History – Duck Paddle Lane to be altered to Duck Puddle Lane.

Vision and Objectives – local streams drain into Rivers Avon and Trent. Not all of the Parish is covered by the Green Belt and reference to it being so were amended.

Housing – Exceptional changed to very special. Remove reference to settlement boundary to read “some support for extending the boundary in future given the constraints of the Green Belt.” GK had decided to simplify the plan of the settlement boundary.

Affordable Housing – policy to support on an exception site.

Environment – extend the description of Newnham Paddock listed Parks and Gardens.

Ridge and Furrow – alteration in description of original creation.

Chapel of the Sacred Heart – sited on Brockhurst Lane not Sandy Lane.

Views – some pictures still needed. TJW to remind quoting a timescale.

Renewables – amended.

Community Action sentence removed.

The record of notable landmarks throughout the Parish to be added to the Neighbourhood Plan document as an appendix.

Next Steps

MKPC to formally request RBC to carry out SEA in order for RBC to consult with the relevant agencies.

Letter to be copied to Maxine Simmons and RBC Neighbourhood Plan co-ordinator Ruari ...

RBC to be asked to complete this consultation by the end of June during Reg. 14 (Consultation) (Local) of the timeline.

Next Steps (cont/d)

Open Review scheduled for 1st May 2022. Discussion followed on how to start the formal consultation period. GK explained all the information and the Neighbourhood Plan need to be published on the website and letters/emails have to be sent to statutory consultees (about 30 in all). Responses logged at the formal end date. Six weeks consultation from formal start to end date. All consultee letters must be sent before the consultation period begins.

Parish Council to ask RBC Maxine Simmons and Ruari about any possible delays due to purdah surrounding forthcoming RBC elections.

Following the amendments to the Draft Plan being completed Parish Council to send out the consultee letters the w/c 25th April 2022. The start date for the formal consultation will commence on 3rd May 2022.

Reg 145 – GK will provide a pro forma to record all comments received on the Draft Plan.

Next meeting of the Steering Group will be after the end of the consultation period. (End of June)

Open Event

Parish Council to book Village Hall and organise the event. Flyers to be produced and delivered throughout the Parish. BD agreed to circulate the village and JWW the Parish. Flyers to be delivered w/c 23/24 April 2022. Notice to be submitted to Round the Revel for the May edition. TJW agreed to draft the flyer and notice. Your Locale will provide the information boards for the open event and the comments tick sheets. Parish Council to record attendees, be available to answer questions, tea and coffee to be served.

There being no further topics to discuss the meeting closed at 6.00 p.m.