

Horstead Parish Council

Horstead Local Neighbourhood Plan Forum (LNPF)

Minutes of Public Meeting on Monday 11 November 2013, The Church Room, 7pm

Present: Dave Baseley, Charlotte Benson, James Bruxner, Alex Cater, Roland Coxall, Colin Dedman, Jayne Denham (Cllr), Robb Denham (Cllr), Sarah Fremantle, David Ginn (Cllr), Elaine Harding (Cllr), Kay Jones, John Kilby (Cllr), Colin Marks (Parish Council Clerk), Hamon Medicott, Jane Mitchell, Matthew Reeves-Hairs, Geoff Robertson, Linda Stratton **Action**

Apologies: Shane Collery, Rev Kate Peacock, Stuart Taylor, James Wyld

001 Introduction of Structure and Governance requirements

Robb Denham (RED) opened the meeting and thanked everyone for attending. He explained the governance requirements that are essential if Horstead's Plan is to be accepted by Buntingford and ultimately by East Herts:

All information gathered by the Forum for incorporation into Horstead's Plan must be evidenced. Attendance records must be kept of all group/sub-group meetings. Full Minutes must be kept as evidence of discussion and agreement. (Although minutes are not specified in the BTC requirement, they have been included as a reminder of the necessity of recording evidence of actions and decisions. BTC meetings are minuted).

All members of the community must be treated as members of the wider forum and the opinions of all must be respected. Every area covered must involve a cross-section of residents and there can be no categorising within any particular sector, eg businesses are one sector and farmers and landowners are another and can be sub-divided. Twelve volunteers came forward at the September meeting and hopefully more will join them to become the core members of the Forum.

Buntingford TC has invited 3 members of each local forum to join the BTC Forum. The three must represent different sectors of the community, but BTC has stipulated that schools must be one sector; RED was pleased to say that Rev Kate Peacock, as Vice-Chair of the School Governors, has gladly volunteered to fulfill that role. **LNPF/
HNPT**

Any documents relating to notice of meetings, attendance, results, minutes and reports must be sent to either RED or Colin Marks (CM) for recording on the Neighbourhood Plan page of the Parish Council's website. Transparency is paramount and it is essential that all information is openly available to the public. **RED/
CM**

Stakeholders:

- Businesses: At least three possible groups of business stakeholders have been identified as: landowners; businesses in the parish run by parishioners; businesses in the parish run by non-parishioners. Other groups might become apparent.
- User groups making use of our amenities and facilities
- School - will represent one stakeholder.
- Youth representation

Questionnaires should cover all residents down to about age 13. It is important to attract the participation of the youth and to engage them in the questionnaire process. RED suggested

<p>a separate questionnaire for the younger generation, but every resident should have a copy of the questionnaire, not just one per household.</p>	<p>LNPF/ HNPT</p>
<p>RED had sent out a template questionnaire for ideas. There was a discussion about the importance of wording questionnaires and all public information and requests in plain English that completely avoids jargon, otherwise people will be turned-off responding. James Wyld has responded to this initial approach and identified three matters he would like to see included: public access, sustainable energy, and high-speed fibre-optic business broadband.</p> <p>It is for the Forum to organise the content and wording of the questionnaires and to distribute them to all residents and collect them later. Some door-stepping will be necessary.</p>	<p>LNPF</p>
<p>It was explained that our Local Plan cannot extend beyond Hormead's parish boundaries. There is a legal requirement for the Parish Council to own and oversee the Local Plan; however, the Parish Council will not have a heavy hand on it and is determined to not interfere with the Forum but to ensure that the legal obligations are met so the Plan is accepted. The Parish Council also has an obligation to fund the necessary costs of the Plan. A failed Plan will simply be a waste of everyone's time and money.</p>	<p>HPC</p>
<p>The two tiers of Plan management (which mirror the Buntingford structure) – the Team and the Forum – that had emerged following the decision at September's public meeting to join Buntingford, were explained:</p>	
<p>The Hormead Neighbourhood Plan Team (HNPT) comprises six members: Two parish councillors (R Denham and D Ginn), the parish clerk (Colin Marks), and three independent residents (Kay Jones, Stuart Taylor and James Wyld). The Team is responsible for facilitating and managing the Hormead Local Neighbourhood Plan Forum (LNPF), to ensure the requisite procedures are followed, and to present the Forum findings to Buntingford for incorporation into the BTC Plan. Buntingford have invited one parish councillor from each participating parish Local Team to sit on the Buntingford Neighbourhood Plan Team.</p>	<p>HNPT</p>
<p>It was emphasised that the LNPF's task is to produce a Plan based on the wishes of the whole community; the Parish Council's responsibility is to ensure that the final Plan represents those community views, whilst the HNPT's responsibility is to ensure the necessary procedures are followed.</p>	<p>LNPF</p>
<p>During a time of open discussion it was suggested that Twitter might be a good for communicating ideas and information (although it is uncertain who would collect these for evidence). It was suggested that minutes are short which RED said was the wholly wrong approach. One man's rejected proposal could be another's good idea. It was acknowledged that people would probably have to be contacted direct for their views rather than just via a general invitation. There would be more public meetings and events for the residents as time goes on.</p>	<p>HNPT/ LNPF</p>
<p>002 Appointment of Chairman of the Forum</p>	
<p>The HNPT had a duty to appoint a chairman of the Forum, but that was put aside for democracy; Robb Denham proposed Matthew Reeves-Hairs, seconded by Linda Stratton. RED asked for other nominations (none) and, following a show of hands, Matthew Reeves-Hairs was duly elected. Matthew (MRH) then took the chair for the remainder of the meeting.</p>	
<p>003 Appointment of Vice Chairman of the Forum</p>	
<p>It was agreed that decisions regarding this role be deferred until there is a full Forum meeting.</p>	<p>LNPF</p>
<p>004 Appointment of Representatives for Residents' concerns</p>	
<p>It was explained that not everyone with a valid point of view is comfortable stepping into the limelight to voice it; it is envisaged that this role would be a point of contact for such people to</p>	

	ensure their opinions are included.	
	It was again agreed that decisions regarding this role be deferred until there is a full Forum meeting.	LNPF
005	Questionnaires	
	Any suggestions and ideas regarding these should go to MRH.	MRH
	MRH: we need a comprehensive list of contact details for all core members; at the moment this is restricted to those volunteers who came forward at the September public meeting.	
	It was acknowledged that a team would be necessary to put the questionnaires out to every household/business.	LNPF
	It was agreed that an initial draft questionnaire would be published on the Parish Council website (www.hormead.org.uk) where there will be a dedicated Neighbourhood Plan page, as would contact details of the primary Forum and Team members.	MRH/ CM
	It was also agreed that these would be displayed on the parish notice boards.	CM
	In response to a question, RED said the Parish Council did not yet have a formal budget, but one would have to be agreed. He emphasised again that it is the PC's statutory duty to fund the necessary costs of the Plan, which is part of the reason the PC has to be involved.	HPC
006	Timeline for completion of Hormead's Local Plan	
	RED said that nothing had been set by Buntingford, but BTC's target for publishing the full Plan is April 2015. Therefore it was suggested that we aim for completion in one year, ie towards the end of 2014.	HNPT/ LNPF
	MRH said that the process needs to get underway very quickly and the need to identify and compile questions for the questionnaire.	MRH
	MRH will set up a specific email address for questions and asked that everyone attending give their email addresses to RED to ensure everyone is kept informed. The importance of all the Forum members being known and advertised was acknowledged.	MRH/ RED
	Notice of all meetings – which will be public meetings – will be published on the PC website and on the parish notice boards giving 5 clear days notice.	CM
	Further comments were made about the importance of everyone voicing their views so that the quality of life for residents is secured for the span of the Plan, ie up to 2031.	
	In closing, MRH thanked everyone for accepting him as Chairman of the Forum and again asked for people to contact him their ideas and thoughts. He said that now the administration issues had been settled, the business can begin in earnest and he looked forward to helping the Forum produce a Neighbourhood Plan that would benefit the future of whole community.	
007	Date of next meeting	
	The date of the next meeting will be decided shortly.	MRH
	The meeting closed at 8.05pm	