

**Minutes of Kirkheaton Future Steering Group meeting held
24th July 2017 at 19:30**

Minute	Comment	Action
Steering Group members present	Steve Booth, Diane Hardcastle, David Clarkin, Peter Roberts, Monica Dodds, Jack Dodds, Kevin Lee, Pamela Brook.	
Apologies received	None received.	
Minutes of last meeting (21st June 2107)	Approved.	
Chairman's Report	<p>Steve thanked Monica and Jack for their ongoing hospitality.</p> <ul style="list-style-type: none"> ➤ On 13th July 2017 Steve, Peter and Monica had a meeting with Richard Hollinson, Johanna Scrutton and Sarah Smith all from Kirklees Council, see Appendix 1 for details. ➤ The funds from Locality have now been received by KBPC. Steve had this confirmed by email from the KBPC clerk. See Appendix 2. Steve has replied to the KBPC clerk, see Appendix 3. ➤ A letter from Jo Scrutton of Kirklees Council dated 4th July 2017 has been sent to the clerk of KBPC. This letter outlines the roles and responsibilities of the Parish Council in relation to a Neighbourhood Plan. See Appendix 4 ➤ Steve confirmed that he had attended the Dalton Ward meeting on 22nd June 2017, where during discussions he expressed his concerns re KBPC in relation to the Neighbourhood Plan. ➤ Steve confirmed that he had received from David Clarkin the Neighbourhood Planning Skills Audit Document that is produced by Kirklees Council. ➤ Steve and Diane agreed to attend the KBPC Management & Finance meeting on 10th August 2017. ➤ 	Steve Booth Diane Hardcastle
Treasurers Report	<ul style="list-style-type: none"> ➤ The Treasurer confirmed that he has received £1725 for the Drystone Walling Project. ➤ The bank account balance is £1637. 	

Secretary's Report	<ul style="list-style-type: none"> ➤ Nothing to report. 	
Publicity Officers Report	<ul style="list-style-type: none"> ➤ The approved minutes of the meeting held 25th May 2017 have been published by YT. ➤ Diane along with Peter attended the Lepton Vision group meeting regarding their Neighbourhood Plan. 	
Planners Report	<ul style="list-style-type: none"> ➤ The environmental survey that is to be carried out by Peter Middleton has been commissioned to include:- <ul style="list-style-type: none"> • The extent of the Great Crested Newt. • Habitat of upland meadow adjacent to Stead Lane. • Water meadow adjacent to Oxfield Beck. ➤ Andy Rushby is to re-examine Kirklees Housing Needs in relation to specifics as to what type of sites/land is needed. He is also to link a revised Housing Needs Assessment to land allocation and give guidance on Urban Design Principles. ➤ An inspector will carry out an examination of the Kirklees Local Plan beginning on 10th October 2017. Therefore Peter will ensure that our Draft Statement of Common Ground is with the inspector by the 7th September 2017. 	Peter Roberts
Environmental Issues	<ul style="list-style-type: none"> ➤ David informed us that approx. 15 to 20 metres of drystone walling has been completed on Cold Royd Lane. The aim is for a further 20 metres to be completed during August, September and October by the 8/10 volunteers. ➤ David addressed the Chairman with concerns about the landfill site. David would like for there to be formal confirmation as to what will happen to this land. Steve confirmed that he is to meet again in September with Richard Hartley, from Casey, and at that meeting he intends to arrange a liaison meeting for the community to attend. This meeting will be advertised in the village. 	Steve Booth

A.O.B	<ul style="list-style-type: none"> ➤ Funding of Kirkheaton Projects David told the meeting that there were other projects that he would like to be considered in the future and that Peter Roberts may be able to advise on funding streams. 	
Date of next meeting	14 th August 2017	
The meeting closed at 21:30		

Minutes taken by Pamela Brook

Dated 25th July 2017

Appendix 1

Kirkheaton Future Neighbourhood Planning Meeting

Thursday 13th July 2017 10am till 11.30am, Civic Centre 3

Attendees:

Steve Booth, Kirkheaton Future
Peter Roberts, Kirkheaton Future
Monica Dodds, Kirkheaton Future
Jack Dodds, Kirkheaton Future

Richard Hollinson, Kirklees Council
Johanna Scrutton, Kirklees Council
Sarah Smith, Kirklees Council

Notes

1) Project Plan update and roles and responsibilities

Locality grant approved. Consultants being commissioned for work on housing need.

NOTE: The offer of grant refers to due diligence must be completed by 21/07/2017 or the grant offer may lapse.

Jo expressed concern with regards to moving too far ahead without clarification of Kirkburton Parish Council position.

Draft vision, aims and objectives have already been shared with Sarah.

Project timetable dependant on the work that is to be undertaken by consultants.

Next steps:

Kirkheaton Future meeting at the end of July to further consider site identification assessments.

Peter shared with the group that the communities of Lepton, Shepley and Highburton were also considering neighbourhood plans. Jo spoke about the need to liaise with these groups if and when they progress with NDP'S.

ACTION: Sarah to send a copy of map following email request from Steve. Update: awaiting address details for posting.

2) Service Level Agreement (SLA) and Kirklees Council Support

Jo's letter and email to Kirkburton Parish Council dated 4th July 2017 responding to requests for clarification on roles and funding streams was noted. Kirkheaton Future clarified that they would be willing to undertake many of the tasks listed subject to delegated authority from the parish council and some further clarification from Kirklees Council on the tasks outlined. At this point Jo offered to host a joint meeting between Kirkburton Parish Council and Kirkheaton Future to find a common way forward.

ACTION: Jo to contact Kirkburton Parish Council regarding potential meeting. DONE (See email dated: 13/07/2017)

Richard outlined the next stages of the Local Plan timetable and the need to continue to liaise to ensure that the local plan and neighbourhood plan work together.

Peter raised the issue of potentially agreeing statements of common ground prior to the start of the Local Plan hearing.

ACTION: Peter agreed to send a first draft of statement of common ground by end of August/ beginning of September.

3) Neighbourhood Development Plan content and timetable and 4) Local Plan Evidence base

Issues that the Kirkheaton NDP are considering:

1. Housing mix & affordable housing in particular an aging population. This may include a 40 bed unit for extra care in Kirkheaton
2. Laneside quarry – minerals aftercare
3. Green lane traffic management
4. Old Mill Site – to be started first

ACTION: Steve to provide a list of plan content for Council to populate with details of relevant Local Plan evidence documents.

Peter advised the group of the consultation activity undertaken to date which included 3 planning for real events, questionnaire and land use surveys.

Sarah asked whether any consideration had been given to a strategic environmental assessment (SEA) and sustainability appraisal. Following discussion, Sarah agreed to share contact details for Newsome so they could share their experience.

ACTION: Sarah to provide contact details. DONE (See email 14/07/2017)

Appendix 2

To: Steve Booth

Cc: Sarah Smith; Johanna Scrutton

Subject: Fwd: Community Rights Programme - NPG-03127 - Neighbourhood Planning

Hello Steve

I'm pleased to let you know that the DCLG has confirmed it has approved a grant of £7,110 to Kirkheaton Future. Please see the attached letter with full details of the conditions and requirements.

I have submitted the Due Diligence report, so it should hopefully be credited to the Parish Council's account soon.

However, as you know the future of the Neighbourhood Plan and the SLA is subject to consideration by the Council at the Management & Finance Committee meeting on 10 August. Thank you to you all for the information you have sent to the Council for that meeting. The Committee does not have delegated decision making powers, so it will be making recommendation/s to the Council meeting on 7 September.

I know you will all be fully aware of the Terms & Conditions attached to the grant, but would ask that you are mindful of the situation at the Council before spending the grant funding, in case the Council's decisions mean that the proposed work cannot be completed. If that were to be the case, the grant funding would need to be repaid and could result in considerable difficulties if the work had already been procured and commitments given with regard to payment.

I hope that the situation will soon be resolved so the Neighbourhood Plan can continue.

Kind regards

Angela

Angela Royle, Clerk to the Council

Appendix 3

Steve Booth

to clerk, Sarah, Johanna, Kirkheaton, Pamela, Diane

Update,

I thought that this grant was to be used by KF in developing a NP.

My understanding is that KBPC would 'look after' the money on behalf of KF and pay bills upon receipt of a valid invoice for the agreed work. KBPC is in effect a 'holding house' on behalf of KF as the money is to be used by KF not KBPC.

Given that KBPC have already approved and ratified the group I did not anticipate the possibility that KBPC would withdraw support.

Bottom line is that we have commissioned work to start. I was given verbal assurances that the money had been granted and that the work could begin.

I apologise for any difficulties this may pose.

I have a meeting tonight and will advise progress.

I am also exploring the legalities, and political correctness, of KBPC potentially withdrawing support.

I am new to all this but given the effort expended to date on the NP it simply cannot be allowed to go to waste.

Regards,

Steve.

Appendix 4



Planning Policy Group

PO Box B93, Civic Centre 3,
Off Market Street, Huddersfield, HD1
2JR

Tel: 01484 221000

Email:

johanna.scrutton@kirklees.gov.uk

Website: www.kirklees.gov.uk/localplan

Date: 4th July 2017

Ref: Kirkburton Parish Council NDP SLA

Dear Angela,

Thank you for your e-mail regarding the Service Level Agreement (SLA) which Sarah Smith has passed to me for comment. I have outlined some thoughts on the expectations/roles of Kirkburton Parish Council and on funding available to progress neighbourhood plans. It is however, difficult to provide an exact level of time/input that will be required from the Parish Council as this will depend on a number of factors.

The main factors include: the scope of the Plan which you have chosen to undertake, for example, a policies only plan may require less input than a policies and allocations plan which may be subject to strategic environmental assessment/habitats regulation assessment. It will also depend on the level of work that you have delegated to Kirkheaton Future. While the Parish Council can delegate responsibilities to Kirkheaton Future, the Parish Council remains the responsible body. This means that the Neighbourhood Plan will be Kirkburton Parish Council's Plan and it will have responsibility for ensuring that the Plan is progressed and submitted in accordance with statutory requirements.

We have project plan from Kirkheaton Future but have been advised that this will be updated to take account of the delay in the processing of the Locality funding application. Agreement of timings and responsibilities will pay dividends in progressing the plan and utilising all available resources. Similarly, while the signing of a Service Level Agreement is not a statutory requirement, good practice advocated by the Planning Advisory Service suggests that by having clearly defined roles, this will help add clarity to the Plan process, and help in project management and resource allocation.

I am aware that a Lepton community group are also interested in undertaking a Neighbourhood Plan which subject to agreement by Kirkburton Parish Council to act as the responsible body, will require further inputs from the Parish Council.

Expectations/Responsibilities

A summary of the expectations of Kirkburton Parish Council and its relationship with Kirkheaton Future are set out within the Service Level Agreement:

Kirkburton Parish Council Responsibilities

- a. Establish a steering group to develop the Neighbourhood Development Plan with clear terms of reference.
- b. Undertake to work towards preparation of a Neighbourhood Development Plan with a defined project management approach, work programme and timetable to delivery.
- c. Convene as a group on a regular basis throughout the period of preparation of the Neighbourhood Development Plan and its examination.
- d. Commit adequate resources to the task.
- e. Provide regular updates on progress against the project plan to the Council via the named officer.
- f. Provide to the Council the Draft Submission Plan in electronic format.
- g. Provide results of primary source data which would be helpful to the Council.

To elaborate on this, Kirkburton Parish Council is the responsible body for the Neighbourhood Plan, and in terms of grant applications, these are required to be made by the Parish Council although Kirkheaton Future can formulate these for you to submit (as is the case with your current Localities application). This is outlined in your guidance note to communities to develop their own Neighbourhood Plans. Further details on funding are set out below.

In line with statutory requirements, it will be the Parish Council's responsibility to provide the following to Kirklees at the relevant stages:

1. Pre-submission stage

- Copy of the draft plan for Kirklees Council to consider;
- Copies of responses from statutory bodies to the Environmental Assessment Screening Report;
- Copies of any Environmental Assessment and or Habitats Regulation Assessment work undertaken to date;
- Copies of any other reports or surveys undertaken to evidence the plan policies and proposals;
- A Consultation Statement highlighting a list of statutory bodies consulted along with the identity of other key stakeholders directly consulted.

2. Formal submission of the final plan to Kirklees Council prior to examination

- A map of the area to which the neighbourhood plan relates;
- A final, updated Consultation Statement;
- The proposed neighbourhood development plan
- Final copies of any Environmental Statements and/or Habitats Regulation Assessments work undertaken;
- A 'basic condition' statement that meets regulatory requirements.

3. Examination process – at this stage the Parish Council's responsibilities will include:

- Working in partnership to choose an Examiner;

- Providing copies of all Parish Council held material requested by the examiner in a timely manner and in the format requested;
- Providing a Parish Council representative to support the examination process where a formal hearing is required by the examiner;
- Providing a timely response to any proposed modifications to the plan required by the Council to respond to the Examiner's requirements.

4. Following a successful examination, the Parish Council will provide Kirklees Council with the following:

- The final plan and any supporting documentation in an electronic format;
- Any primary source data which would be helpful to Kirklees Council in its planning service delivery;
- Support as required in promoting local awareness of the Neighbourhood Plan Referendum.

This list is not exhaustive and further guidance is available from the Localities website.

Grant Funding

Grant funding to support neighbourhood plans is available through Locality. Guidance on this funding is available on-line:

Grant details: <http://mycommunity.org.uk/funding-options/neighbourhood-planning/grants/>

The programme offers two levels of support through grant and technical support. All groups are eligible to apply for total grant funding of up to £9,000 over the three year programme from 2015-18.

In addition, groups facing a range of complex issues are able to apply for further support from the programme. This support can come in two forms:

- a) Technical support provided by AECOM or the Royal Institute of Chartered Surveyors (RICS)– there are a range of technical support packages that groups are able to apply for as and when they become needed. These packages of support are described in more detail in the Technical Support guidance
- b) Additional grant of up to £6,000 giving a total grant ceiling of £15,000 in the period 2015-18.

Guidance Notes: <http://mycommunity.org.uk/resources/neighbourhood-planning-grant-technical-support-guidance-notes/>

The guidance notes provide clear guidance on what the grants can and can't be spent on. In terms of resourcing Parish Council time, it states: The grant can't be spent on "Funding salaried posts or compensating for loss of earnings, this includes paying additional hours for an existing member of staff and / or employing someone on a casual or freelance basis at an agreed hourly rate. The only exception to this is where you are engaging a planning consultant, or someone to deliver specialist, technical support, on an hourly basis, although

even in these circumstances you may prefer to get a fixed price quote for the work to be undertaken”.

Additionally, you may be eligible for some funding through Awards for All who provide small lottery grants between £300 and £10,000. They fund a wide range of community projects. Further information on eligibility criteria and how to apply for this funding is available. Again Awards for All will not fund ongoing staff costs (including salaries of permanent or fixed term staff)

<https://www.biglotteryfund.org.uk/global-content/programmes/england/awards-for-all-england>

I hope that this information is useful to your consideration of the service level agreement. I am happy to set up a meeting to discuss further. Please let us know the outcome of the decision on the SLA at your meeting on 10th August 2017.

Yours sincerely,

Jo Scrutton
Principal Planning Officer