

Minutes of the Neighbourhood Plan Advisory Group held by Zoom on 16<sup>th</sup> July 2020 at 7.30pm

Present: Chris Merricks (Chair) representing Leighfield School, Dave Ainslie (Business Forum), Mark Shaw (BRA), Ron Simpson (UTC), Margaret Simpson (BRA), Geoff Thompson (Uppingham First), Janet Thompson (Uppingham Neighbourhood Forum), Pat Taylor (Limes, Firs & Spurs RA), Steve Rozak (UTC), Tony Streeter (Neighbourhood Forum), Miranda Jones (UTC) and Edward Baines (Uppingham First).

Also present was one member of the public Nick Townsend.

### **1. Chair's opening remarks and introductions.**

The Chair welcomed everyone to the meeting of the NPAG and thanked everyone for their support in nominating him as Chair and to the Town Council for confirming this. The Chair noted that there were a number of people missing, for example Dave Casewell who had now resigned from NPAG and wanted to place on record thanks to Dave for his longstanding contribution and wished him well for future years. Likewise the Chair wanted to thank others who were not continuing with NPAG and welcomed people who were joining the group for the first time. The Chair said that he was very much looking forward to us making some progress this year but he wanted us to keep in mind that it is not about having a re-write unless we really need to but we should be programmatically checking and considering the sections. He wanted to try and develop a critical path to completion to understand what things need to happen in what order, what can't happen until certain things have happened and think about how we move it forward in the most efficient way possible.

### **2. Attendance Register and apologies for absence.**

A roll-call of attendees was taken (as shown in the list above) and note taken of which groups or organisations each attendee was representing. Ron Simpson asked for a definitive list of NPAG members and representatives to be included with these minutes and this is attached as an appendix for approval at the next NPAG meeting.

Edward Baines said that he had not received formal notification of the meeting being called and so did not have an agenda or any of the paperwork. He was entirely in favour of what the Chairman said in his opening remarks but felt that he could not contribute to this meeting and having registered his initial attendance left the meeting at this point.

Apologies were received from Sharon Aumais (Scouts) and Howard Thompson (Limes, Firs and Spurs RA). It was also noted that Kath Gilbert (Business Forum) was having technical difficulties joining the Zoom meeting (she never actually succeeded in joining and so was not able to be present).

### **3. Declarations of Interest**

It was agreed to note any declarations of interest if they arose as each relevant item was discussed on the agenda.

### **4. To confirm the minutes of the meeting held on 18<sup>th</sup> June 2020.**

It was proposed by Mark Shaw and seconded by Ron Simpson to confirm the minutes of the meeting of 18<sup>th</sup> June 2020. 10 votes in favour and 1 abstention.

## **5. To elect a Deputy Chair of the NPAG Committee.**

Chris Merricks proposed the nomination of Ron Simpson as Deputy Chair in light of his extensive experience and history. This was seconded by Mark Shaw. There were no other nominations and so Ron Simpson was appointed unopposed.

## **6. To consider Groups and Exceptional Members.**

The Chair asked if there were any other Groups that the meeting was aware of who were not represented on the NPAG. He also brought to the attention of the meeting a letter sent by Jane Lang to Uppingham Town Council asking to serve on the NPAG as an individual given that she was not representing any group. The Chair explained the Town Council's Standing Orders in this regard and a debate ensued during which it was pointed out that membership of the NPAG was governed by UTC Standing Orders and the request from Jane Lang should really be dealt with by them. However, it was felt to be most helpful to the Council if the NPAG could make their wishes known in this matter.

It was therefore proposed by Mark Shaw and seconded by Steve Rozak to ask UTC to allow Jane Lang membership of the NPAG. This motion was amended by Chris Merricks to ask UTC to admit Jane Lang to NPAG with the caveat that she represents a community group in town. Or that the Town Council considers that she has a skill that is missing from the NPAG and advises us what this is. Mark Shaw agreed to this amendment to his proposal but Steve Rozak withdrew his support as seconder. Ron Simpson then seconded the amended motion which was passed by 8 votes in favour with 3 abstentions.

## **7. To consider a timeline of action.**

Chris Merricks shared a document that he described as essentially a Project Plan. He said that he had been considering where we might be in the timeline. He said that we would like to think of ourselves being in the drafting stage but he suspected that we might have more evidence to gather and community engagement still to do so he had kept these matters in the document. He said that he thought it was important to think about how long we might need for some of these sections. The item regarding the actual drafting of the Neighbourhood Plan had a lot of sub-items attached to it including the existing sections in the current NP. He wanted the group to set some goals in terms of timeline of where we wanted to be and by when. He intended to maintain the document as a working plan to deliver the overall NP. Steve Rozak asked if any costings considerations had been made. Chris Merricks acknowledged the good question and pointed out that the last NPAG meeting had passed a resolution recommending that UTC apply for a Locality Grant of £10,000. A short debate then followed about if this was in the Clerk's "to do" list and Steve Rozak undertook to chase this up.

Dave Ainslie said that it was important that we started following a formal project plan. He said that it was a very welcome step forward. He went on to suggest that a key matter was to identify some dependencies and timelines. He suggested that at the next meeting the Group should conduct a "brain-storm" to identify these key issues and dependencies in order that Chris could feed them into the project plan.

Ron Simpson spoke in favour of this proposal and said that it would be good by the time of the next meeting to have a notional timetable that we were working to. He went on to say that what was missing was a discussion of what is in the current plan that needs changing? He identified that the Housing and the Economic sections would need to change but bearing in mind that the community had voted for the current plan it would be useful to see if we shared a view about those components that could stay more or less as they already were. He felt that this would provide a lot more clarity. Chris Merricks said that he agreed with

this and this view was reflected in his opening statement that this is not a re-write unless we need it to be. We need to be clear that it's not change for change's sake.

Ron Simpson made the Chair aware that Roger Ransom from RCC had offered to speak to the Group and would be able to clarify where the County Council thinks we should be updating the existing plan. Chris Merricks then proposed that we use the next meeting to thrash out the ideas as suggested by Dave Ainslie and to then invite Roger Ransom to the meeting after that to help appraise those ideas. It was agreed to keep the agenda for the next meeting as short as possible so that it could take the form more of a "working party" to get these matters aired.

#### **8. To draft Uppingham Neighbourhood Plan (UNP) text**

The Chair said that he felt that we had sufficiently covered this agenda item in our discussion of item 7 above and this was agreed by the group

#### **9. To receive reports back from Sub-Groups**

Ron Simpson said that as Chair of the Economic Group he was aware that it was some time since the evidence required had been collected and so he was in the process of trying to refresh the data via various interested groups and would then call a meeting of the Economic Sub-Group to consider this.

Margaret Simpson said that the Transport Group was hoping to meet next week.

Dave Ainslie said that the Housing Group hadn't yet met but would do so by the time of the next NPAG meeting.

The Chair asked that members thought about which groups they might like to participate in and encouraged newer members to get involved in these sub-groups. Chris asked for a definitive list of the sub-groups. These were identified as Housing, Transport, Economy, Amenities and Environmental. Ron Simpson asked that the membership of these groups be attached to these minutes and that anyone wishing to join a group make themselves known to either the Clerk or the Chair.

#### **10. To consider Chairs of Sub-Groups where necessary**

The following positions were noted by the meeting.

Housing Chair Dave Ainslie

Transport Chair Vacant (new Chair to be elected by the sub group next week)

Economy Chair Ron Simpson

Amenities Chair Vacant (Pat Taylor will call a meeting of the sub group to elect a Chair)

Environment Chair Miranda Jones

It was agreed that going forward the Chair would be able to join any of the sub-groups ex-officio.

## 11. Set date for next meeting

It was proposed to hold the next meeting by Zoom on 20<sup>th</sup> August 2020 at 7.30pm. The meeting then closed.

### Appendices.

Membership Groups and representatives (as defined by UTC Standing Order 1.12.6) – maximum of 2 per recognised community group. (*This has been cross referenced to the list held by UTC dated August 2019 but confirmation from The Uppingham Partnership would be welcomed please*).

Organisation	Representatives	Representatives
Uppingham Town Council (max 5 representatives)	Steve Rozak (ex-officio) Ron Simpson Christine Edwards	Miranda Jones Cornelius Vincent-Enright
Beeches Residents Association	Mark Shaw	Margaret Simpson
Limes, Firs & Spurs Residents Association	Pat Taylor	Howard Thompson
Uppingham School	Stephen Taylor	Andrew Jenkins
Uppingham Community College	Vacant	Vacant
Leighfield Primary School	Chris Merricks	
Uppingham C of E School	Liz Clarke	
Churches Together St Peter's & St Paul's Methodist Church	Rachel Watts Pat Taylor	
Youth Organisations Scouts/Cubs Brownies/Guides	Sharon Aumais Janet Thompson	
Uppingham First Ltd	Edward Baines	Geoff Thompson
The Uppingham Partnership	<i>Peter Rees?</i>	<i>Cornelius Vincent-Enright?</i>
Uppingham Neighbourhood Forum	Janet Thompson	Tony Streeter
Uppingham Business Forum	Dave Ainslie	Kath Gilbert
Sports Clubs	Vacant	Vacant

*In exceptional circumstances the Town Council may also authorise membership of the committee by an individual who is not representing any group, where that individual is judged to have specific skills of value to the committee.*

### Sub-group memberships.

Housing: Dave Ainslie, Ron Simpson, Dick Reeve, Mark Shaw, Margaret Simpson, Cornelius Vincent-Enright.

Transport: Margaret Simpson, Howard Thompson, Pat Taylor

Economy: Ron Simpson, Dave Ainslie, Mark Shaw, Pat Taylor, Cornelius Vincent-Enright

Amenities: Pat Taylor, Peter Rees, Sharon Aumais and Janet Thompson

Environment: Miranda Jones, Ron Simpson and Tony Streeter