

## NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

### MINUTES OF MEETING MONDAY 1<sup>st</sup> JULY 2019

#### IN ATTENDANCE: Parish Council

Sheena Overington (SO), Steve Rollinson (SR), Louise Davies (LD)

#### Community Members

Keith Charman (KC), Jill Sutcliffe (JS)

SO opened the meeting at 7.15 pm.

1. **Apologies:** None. AJ did not attend; believed to be away.
2. **Declaration of Interests:** There was no change in the interests previously declared and recorded.
3. **Minutes of the Last Meeting:** The minutes of the last meeting held on Tuesday 3<sup>rd</sup> June 2019 were approved as a true record.
4. **Developer Engagement Policy:** The policy adopted by the Parish Council on 18<sup>th</sup> June 2019 and circulated in advance of the meeting, was also adopted by the NPRSG. The value was acknowledged.
5. **Local Plan Timetable Update:** Valerie Dobson at CDC had been contacted to provide an update on the Local Plan timetable; no response to date so LD to follow up. As some concern had been raised at the inequality of housing allocation for the northern parishes, it was agreed that confirmation of numbers was required before the consultation event, otherwise all credibility in Neighbourhood Planning would be lost.  
**Action: LD**
6. **Strategic Environmental Assessment (SEA):** LD had followed up on the technical support package with Chris McNulty at AECOM. The Ministry of Housing, Communities and Local Government (MHCLG) had now asked why the LPA was unable to provide an SEA screening opinion; the letter received from CDC had been forwarded.
7. **Policy Review and NP Amendments:**
  - a. **NP Amendments/Updates:** SO/LD had now reviewed the document and identified the text changes to be updated. It was proposed that minor updates, such as changed statistics or village details, would be made without highlighting. Significant changes would be highlighted in a different colour and any new policy pages would have a different colour left bar; this approach was agreed.

b. Evidence Base and Policy Review Locality Technical Support: AECOM had advised today that they had been asked to provide details of the policies to be reviewed; SO/LD to provide list. **Action: SO/LD**

c. Open Space Policy in relation to the Three Crowns Garden: In view of the recent closure of the public house and concern about its future, the Parish Council had been asked if the garden could be registered as an open space and the property as a whole registered as an Asset of Community Value. The latter would be considered by the Parish Council at the next meeting.

SR had reviewed the NPPF. In relation to the NP Review and development sites, it had not been put forward within the timescale and would therefore not be considered, however, KC highlighted that a 'windfall' threat might exist. The location in the centre of the village in the Conservation Area, proximity to the Listed building, the right of access being over Parish land and previous planning history would hopefully offer protection. In terms of Open Space, although the community value of the area could be justified, it did require owner permission and in view of the building's recent history, it was very unlikely that the current owner would agree. SR agreed to circulate the relevant NPPF pages. **Action: SR**

8. Housing Need Survey/Affordable Housing Need/Low Cost Open Market Housing: The survey report had finally been received from CDC and circulated to all. All agreed that it was a valuable report which re-emphasised the current NP aim to provide smaller units for flexible use. Although an affordable housing need was identified, it also confirmed the need for small size open market housing.

The allocation of some Great Meadow affordable housing to non-village residents due to lack of uptake by WG residents was briefly discussed in relation to the provision of further affordable social housing. It was acknowledged that the housing register potentially changed on a monthly basis, but identifying a social need was required as this did impact upon future development site size. The July Parish Council newsletter contained an article to explain the process of social housing allocation and that of shared ownership. SO appreciated that the housing register information was confidential, but was concerned that CDC had not communicated the non-allocation; it was the NP Review Group that asked!

SO agreed to prepare an executive summary of the Housing Need Summary for display at the consultation event; a full copy of the report would also be made available.

**Action: SO**

LD to bullet point the process for social and shared ownership housing for display at the consultation event. **Action: LD**

9. Community Questionnaire:

a. Arrangements with AirS and timing: Faustina Bayo at AirS had provided details of timing. For continuity, it was agreed that the questionnaire should be circulated closely after the consultation event. The service should be provided by AirS at a cost of £3491.14 which was covered by the grant funding. The following was agreed:

- Questionnaire confirmed with AirS (30<sup>th</sup> September latest).

- Circulation w/c 14<sup>th</sup> October.
- Allow 2 weeks for responses, so end of October.
- Results therefore available from mid-November (2 weeks after closing date).
- If allowed, to send Faustina the draft questionnaire as soon as possible with the proviso that there may be some slight alteration/additional questions if the policy technical support was received in time. **Action:SO/LD**

## 8. Public Consultation:

- a. Publicity: Advert for August and September Ad Vincula. LD to update the advert used previously and circulate for approval. (Post Meeting Note: This advert can also be used as posters). **Action: LD**

b. Arrangements:

Friday 27<sup>th</sup> September: Set up from 11.00 am. Event: 2.00 pm – 8.00 pm.

Saturday 28<sup>th</sup> September: Set up from 11.00 am. Event 11.30 am – 4.00 pm.

LD would help with set up but with her land interest, would not be in attendance. A rota to be established for NPRSG members; additional help to be considered.

- c. Displays: Possible displays had been created and previously circulated. To be updated with the additional housing need and affordable housing pages. A4 sheets to be printed as A1. LD to contact printers to ascertain printing deadline.

**Action: LD**

## 7. Site Selection:

- a. AECOM Site Assessments: Two consultants visited the village on Tuesday 25<sup>th</sup> June; KC and SO facilitated the visit.

- b. Local Assessment: JS/KC and SO had now completed all site assessments. AJ/SR had some sites outstanding. SR confirmed that he had the time, but would require some further guidance so attending with AJ would be beneficial. It was agreed that if AJ was unable to help, further Parish Council help to be sought. SR to contact AJ directly to arrange to meet and to advise if further help was required.

**Action: SR/AJ**

- c. Local Assessment Overview: It was agreed that a standardisation meeting would be held on Tuesday 5<sup>th</sup> August in place of the scheduled meeting on Monday 4<sup>th</sup> August; JS sent her apologies. LD would not attend due to her land interest.

- d. Stable Field Sports Practice Facilities: LD advised that the Parish Council would be receiving an explanation at the next meeting to the difficulties experienced by WG Sports to get planning permission for the use of the field. It appeared that CDC may require a pedestrian link to the field. Full details would obviously be provided at the Parish Council meeting but she asked PC members to be mindful of the NP Review when considering the information.

12. **Any Other Business:**

- a. Ad Vincula Article: In addition to the consultation advert in the August Ad Vincula, KC to provide a short article to update on site assessment linking to the consultation event. **Action: KC**
- b. Developer Contact: LD advised that two developers who had submitted land for assessment had requested an update on the NP Review; provided.

13. **Date of Next Meeting: Tuesday 6<sup>th</sup> August 2019** (not Monday 5<sup>th</sup>) at 7.00 pm in the Vine Room at the Village Hall.  
Following Meeting: Monday 2<sup>nd</sup> September to confirm consultation details and questionnaire.

There being no further business, the meeting closed at 8.10 pm.