

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING WEDNESDAY 18th SEPTEMBER 2019 Vine Room, Village Hall

IN ATTENDANCE: Parish Council

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

Community Members

Jill Sutcliffe (JS)

SO opened the meeting at 7.25 pm.

1. **Apologies:** Keith Charman (KC)
2. **Declaration of Interests:** There was no change to the interests previously declared and recorded. SO apologised that she had included SR in last week's Stable Field vote and with his previously declared friendship, should not have done so. However, it was noted that his support did not affect the decision. Due to this interest, SR acknowledged that he should be precluded from making further decisions for this particular site and also in relation to Paddock Field should the proposed access be by Coed Afal (opposite his home and friendship with property owner).
3. **Minute of the Last Meeting:** The minutes of the meeting held on 9th September 2019 were approved as an accurate record.
4. **Strategic Environmental Assessment (SEA):** AECOM had now advised that the application was being processed and that an inception telephone call would be arranged shortly.
5. **Site Consultation:**
 - a. **Possible Sites:**

Paddock Field – a meeting was held with the landowner and agent on Monday 16th September; minutes would be circulated shortly. SO provided an update which confirmed that approaches to secure access had not been discussed and confirmed. The agent had agreed to provide information in writing by Friday to enable the site to progress to consultation. Access via Balchins Close and Coed Afal were being explored; 6 houses via Balchins Close and up to 10 via Coed Afal.
Site assessment with Coed Afal access to be undertaken. **Action: SO**

Winterfold Garden: The landowner had sent an email highlighting that 6 houses on the site would result in an affordable housing contribution, questioning whether the site was likely to get permission for 5 when the settlement boundary was altered. In order for the site to be promoted at the consultation event and for the

houses to count towards the housing allocation, 6 were required. A meeting to be arranged with the landowner – agreed to only promote with 6 houses.

Due to the unavailability of NP members, Peter Drummond, Parish Council Chairman, had agreed to attend.

Action: LD

Stable Field: Explanation was given to enquiries made about NP Policy – Chapman Planning and CDC. In view of these discussions and advice, it was agreed that this site should be included, although it was a double red traffic light; inclusion as being on the boundary of the 5-minute isochrone, possible provision of a pavement and open space community gain.

The site assessment sheets, and consultation displays were reviewed and discussed. LD to make the agreed amendments and re-circulate.

Sites to be consulted on confirmed (depending on outcome of above information):

WG19-3 Tanglewood

WG19-4 Stable Field – explanation to inclusion although a double red to be included on traffic light explanation page. Explanation to consultant advice re local gaps policy to be included on assessment sheet.

Action: LD

WG19-5 Winterfold Garden (6 only)

WG19-7 Paddock Farm (possibly with 2 accesses)

WG19-8 Glebe Field

WG19-11 Farnagates 1

WG19-12 Farnagates 2

b. Excluded Sites: Sites not to be consulted but summary information displayed:

WG19-1 Spring Meadow

WG19-2 Ansell's Yard

WG19-6 Land South of A272 (assessed as on HELAA – not in response to Call for Sites)

WG19-9 Glebe View Garden

WG19-10 Macdonalds Field

WG19-13 Farnagates 3

WG19-14 Newpound Field

Site Assessment sheets for these sites to be completed and put in file.

Action: SO/LD

c. Consultation Displays: Reviewed and amendments discussed. To be updated when Winterfold and Paddock Farm Field information known. To be re-circulated with response booklet to ensure consistency. Must go for printing on Monday so all responses by Sunday evening at the latest, earlier if possible.

Action: LD/ALL

d. Consultation Booklet: Reviewed and amendments made. To be updated when site details confirmed and circulated for confirmation. Must go for printing on Monday.

Action: LD/ALL

- e. Contact with Landowners: Wording for included and excluded community with landowners agreed. To be sent on Monday.
 - f. Printing Requirements: A1 displays, AECOM assessment report x 3 and consultation booklets x 400 (based upon previous attendance figures). AJ advised that he was able to print a small number of consultation booklets if a top up was required.
6. **AECOM Policy Review:** The report had now been received and circulated; a response was required by 25th September. On first inspection, it was a valuable report which supported the proposed policy changes and highlighted when slight improvements were required, including question improvements for the community questionnaire. Any comments to be sent to LD; SO to respond to AECOM. **Action: SO/ALL**
8. **Any Other Business:** There was none.

Actions Summarised:

- Check AECOM conclusion statements on site forms to ensure latest updates included. **Action: LD**
 - Add sentence re inclusion onto Stable Field site assessment sheet. **Action: LD**
 - Arrange meeting with Winterfold Garden landowner. **Action: LD**
 - Paddock Farm site assessment (Coed Afal access). **Action: SO**
 - Send update letter to landowners/developers on Monday. **Action: LD**
 - Re-circulate site assessment sheets, displays and questionnaire booklet for final check and confirmation (when updated). **Action: LD**
 - Type up excluded site assessment forms for file. **Action: SO/LD**
 - Review AECOM policy report and send any observations to LD. **Action: ALL**
9. **Date of Next Meeting: Consultation Event – Friday 27th September 2019**, 1130 am at the Village Hall.

There being no further business, the meeting closed at 9.30 pm.