

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING ON THURSDAY 8TH APRIL 2021

By Zoom due to Coronavirus

IN ATTENDANCE:

Parish Council

Lucy Bartley (LB), Louise Davies (LD), Andrew Jackson (AJ), Steve Rollinson (SR)

Community Member

Keith Charman (KC), Sheena Overington (SO)

As Chair, SO opened the meeting at 7.35 pm.

AGENDA ITEMS:

1. **Apologies:** Steve Rollinson would join the meeting at 8.05 pm due to another commitment.
2. **Declaration of Interests:** There was no change to the interests previously declared and recorded.
3. **Minutes of the Last Meeting:** The minutes of the meeting held on 1st March 2021 were approved as an accurate record.
4. **Site Selection:**
 - a. **Kirdford Road Pavement:** No response had been received from Valerie Dobson, CDC Planning Policy. Runnymede Homes, which had an interest in Tanglewood Nursery, had now contacted the Stable Field developer. A useful discussion had been held, but it was agreed to resume further when the outcome of the Stable Field planning application was known. In the meantime, Runnymede would make a pre-app enquiry with WSCC Highways. Due to the lack of response from CDC, WSCC Highways to be approached directly for advice. **Action: LD**
 - b. **Developer Contact:** The developers/landowners for the 4 sites included in the draft revised Plan had been sent site and policy details and asked to confirm site viability and provide a site layout plan. Each response was reviewed and sites details checked/re-worded as considered necessary.
 - Winterfold Garden – to raise lack of visitor parking spaces.
 - Stable Field – to seek advice from James Garside in relation to policy wording. It was noted that these comments could be provided by the developer in response to the Regulation 14 consultation.
 - Tanglewood – the pavement viability had been identified. To seek advice from James Garside.
 - Ansells Yard – the absence of a site layout plan was noted. It was agreed that inclusion of at least a simple diagram would give some guidance. **Action: AJ**

Site Plans - To be converted to an image for inclusion in the plan and consultation booklet. **Action: AJ**

- c. **Site Selection Report:** The report had been circulated in advance of the meeting. Section 17 and the inclusion of the summary charts were approved. LD would discuss the wording query regarding achievability with James Garside; to potentially re-word as a question to remove ambiguity. **Action: LD**

5. **Strategic Environmental Assessment:** The AECOM report had been circulated and reviewed by the Group as well as James Garside. The observations/comments were noted; to be sent back to AECOM for consideration. This Assessment had now been completed and confirmed that the sites could be included. **Action: LD**

6. **Drafting Revised Document:** LB had undertaken a thorough proofread and provided comments to LD; thanks extended to LB. LD to update. **Action: LD**

7. **Regulation 14 Consultation:** The following was agreed:

a. Six-week consultation to start on Tuesday 4th May until 5pm on Friday 18th June.

b. Publicity:

- Ad Vincula: article for approval by the Group – to highlight inclusion of consultation booklet and where spare copies were available. **Action: SO**
- Facebook: same article to be used and reminders.
- Advert boards/posters: Format and wording agreed. LD to obtain. **Action: LD**
KC/SR happy to put the boards up at appropriate time. **Action: SR/KC**
- Draft Plan: 120 copies to be printed. To be available in the shop and some retained should they be requested by those unable to leave home due to Coronavirus – it was important to demonstrate that the consultation was accessible to all.
- Website: To be updated with all information and the Plan details accessible from the home page. **Action: LD**
- Consultation Booklet: The format of the booklet and wording were agreed. The site-specific details to be updated in line with amendments discussed earlier in the meeting and the inclusion of the site layout details. LB to proofread and to ensure it linked with the draft Plan. **Action: LD/LB**
- Statutory Consultees: A list had been obtained from CDC and all would be emailed with the consultation details.

8. **Grant Funding:** Locality had confirmed that approximately £6,500 was still available to the group to fund the completion of the process. LD to review costs and apply in due course, which would include the remaining support by James Garside. Locality also recommended that the Group apply for the Plan Healthcheck support package which was the final check before submission; all agreed. **Action: LD**

9. Any Other Business:

- a. Details of a planning application for 25 dwellings on Glebe Field had been received. The Parish Council was objecting and a campaign to raise awareness in the village was being organised.

11. Date of Next Meeting:

Monday 10th May at 7.00 pm, by Zoom. SR gave his apologies.

There being no further business, the meeting closed at 9.02 pm.