


Minutes of Neighbourhood Plan (NP) Steering Group meeting, September 2nd 2014

Meeting Number 8

Present: Adam Hayward (acting chair), Richard Ford, Ian Draper, Jane Brentor, Margaret Tribe, Helen Wilcox, Paul Favier, Sally Lacey, Christopher Bird (acting for Nikki), Peter Wynn.

Apologies: Hilary Mace, Dave Mace, Alan Foster, Nikki Wilson, Rob Hewlett, Graham Humphries, Alan Smith

		Actions
	NB Welcome to Peter Wynn who has experience in environmental issues and was invited to tonight's meeting by Helen Wilcox	
1.	<u>Conflict of interests</u> No change to previous record	
2.	<u>Review of last minutes</u> Agreed as accurate apart from changing Peter Favier's initials and adding the meeting number.	
3.	<p><u>Matters Arising</u> Outcome of Spatial Planning information attached below and will be discussed at next Parish Council meeting.</p>  <p>Spatial planning info.docx</p> <p>Due to Cllr Julian Johnson's brief admission to hospital Nikki has been unable to brief him about Downton's Neighbourhood Plan but will do so in September and invite him to the October meeting.</p> <p>Nikki has invited the Spatial planners to the meeting but they declined saying they are unable to send people to local meetings and suggest we take up the issues with Sarah Hughes. Meeting expressed disappointment due to Sarah's inability to clarify the situation when we last asked.</p> <p>Nikki also clarified that the Downton Society has not completed a recent HGV survey (last one 5-6yrs ago). However, Margaret undertook a survey approximately 6 months ago but considers that drivers were somehow alerted as minimal traffic that day. Richard clarified that trading standards are responsible for maintaining the weight limit. Nikki and Bev Cornish are due to go to a meeting in October re WCC and traffic management so this group will await the outcome before considering any monitoring or survey action.</p>	<p>NW</p> <p>NW</p>
4.	<p><u>Project Plan update</u> Alan has submitted a report identifying that he has updated all actions are targets of which he has been notified and sent out the project plan to Steering Group members on the 31st August. He considers that it is not possible to prepare a meaningful Critical Path yet as not all the sections of the plan have been assigned. The group took this to be a diplomatic way of saying that group members have submitted insufficient information to Alan. This means that interdependencies cannot be identified. Alan to be asked to contact the lead members of the groups where information is missing and specifically ask them to update. (please Alan). It may be appropriate for Alan to call a meeting with the lead members from each group once information is obtained.</p> <p>Some discussion about whether it would be possible to have a 'status' or RAG (Red, Amber, Green) rating for key actions to help us to focus our attention on outstanding actions. Jane to discuss this with Alan.</p>	<p>AF</p> <p>JB/AF</p>
5.	<p><u>Updates from working groups</u> Christopher Bird presented for the 'Vision' group on Nikki's behalf and read out the most recent version of the vision. All agreed with the principles</p>	

<p>suggesting that the wording around 'rural village' be altered to recognise the status of a 'service centre' and also that the word 'sustainable' should feature more strongly in paragraph 9.</p> <p>The group is continuing to amend the draft questionnaire which will be circulated before the next meeting.</p>	<p>NW</p>
<p>Jane presented for the 'Engagement' group:</p> <ul style="list-style-type: none"> • During August the group has had limited numbers but Adam reminded the group that he will be a member of the engagement group. • The leaflets were ordered and, eventually, delivered on 26th August. Very grateful to all those who have delivered to the whole of Downton (just A338 to do). A good learning experience! The group thanked those involved. • GP, Police, bus company, Dentist all now contacted in addition to resending to the community groups • Note to all 60ish contact names to encourage involvement and completion of survey plus to all of the Steering group. (if anyone has not completed the survey please do so) • Contact number obtained for OP housing • Attendance at the Community market 	<p>All</p>
<p>During September the community engagement plans are:</p> <ul style="list-style-type: none"> • 13th at White Horse – 11 – 4 so need some support please. • 20th at Goose Fair – 10 – 2 – would appreciate support <p>(Jane circulated list for offers of support – some members committed to ringing to confirm if they can support)</p> <ul style="list-style-type: none"> • Pop ups in Moot Lane – it has been confirmed by the Parish Council that no permission is needed to use the grass verges • The analysis of survey will be completed at the end of Sept for next steering group meeting 	<p>PF/RF and any others please</p>
<p>Web site</p> <p>There has been a response from Jack but he hasn't time and has suggested an approach which will be followed up but it is clear that we need another volunteer. Enquires have been made and interest expressed from a member of the community but so far without any firm commitment. Jane explained that her brother is offering but wanted to make the group aware of the limitations – distance (he lives in Peterborough); that she could not take responsibility for his on-going commitment and that he has limited experience. However, he has created a mock website which can be accessed by the following link:</p> <p>http://www.phillwebs.webspace.virginmedia.com/Downton/</p>	<p>ALL</p>
<p>This is not open to the public and is clearly out of date having been based on the old website which will need updating.</p> <p>Group agreed that Jane should follow up the local community member and also ask Clare Freemantle but, if they are not willing to take this up, to ask her brother to continue as much as he is able.</p>	<p>JB</p>
<p>Ian (Draper) presented for the Research group</p> <p>Ian has still to contact the Council to establish what traffic data they have. He has obtained a quote from Enfusion who have sent a detailed outline of the work they would undertake and the costs. They will initially undertake a scoping appraisal which will detail 'where we are now' at a likely cost of £1,190 and are willing to work with us to consider any changes that the NP</p>	

	<p>would propose to the status quo and the impact which will probably involve a further 2 – 2.5 days and a cost of approximately £500 or £600. All agree that, because this company is respected and has local knowledge and because the time estimate is in line with our expectations that we should not seek any other quotes and should ask the company to undertake this work for us as long as the Parish Council agrees the cost. Richard will have this as an item on the next meeting on the 8th September. As the company would need to be employed by the Parish Council, Ian will do a report for presentation on the 8th and is also happy to be the liaison point.</p> <p>Peter Favier has visited 57 local retail and businesses and has, so far, collected responses from all but 14 of these. He will continue to follow up and will let Jane know when he has as many as he believes can be collected. Jane will then undertake some analysis. Group expressed their thanks to Peter.</p>	<p>RF ID PF/JB</p>
6.	<p><u>Funding Grant Application progress</u></p> <p>Now that Richard has the information re Enfusion and other information from Hilary and Jane, a claim will be submitted within the next 'window' for submission.</p>	<p>RF</p>
7.	<p><u>Any other business</u></p> <ol style="list-style-type: none"> 1. Helen requested an outline of the expected timeline for the project. This was clarified as likely to be as follows: <ul style="list-style-type: none"> • March 2015 – first draft • To WCC to review • May 2015 -To community for comment • Autumn 2015 – revision according to comments made • Then to WCC for their analysis <p>From then on the timing of the referendum will be in the hands of WCC.</p> <ol style="list-style-type: none"> 2. Peter identified an article in Country Living (October issue pages 97/98) about the Community Lane Trust for affordable housing. (NB checked out website but the October issue is not yet on the internet) Peter Wynn expanded on this and will send info to Jane for circulation. 3. Richard will check whether Charles Church application is likely to be called in <p><i>Post meeting note – Richard confirmed 3/9/14 that Julian Johnson has called in the application.</i></p> <ol style="list-style-type: none"> 4. Richard updated on a meeting that he and Dave held with Taylor Wimpey who have stated that they will put in an outline planning application in for approximately 85 homes if the Charles Church application eventually receives assent but confirmed that there is no detail on progress as yet. 	<p>PW/JB</p>
8.	<p><u>Next meeting</u> Tuesday 7th October 2014 at 7.30p.m. at the White Horse.</p>	