

Minutes of Neighbourhood Plan (NP) Steering Group meeting, 3rd June 2014

Present:

Adam Hayward (chair), Richard Ford, Ian Campbell, , Jane Brentor, Nikki Wilson, Alan Foster, Margaret Tribe, Helen Wilcox, Rob Hewlett, Isabel Griscti, Sally Lacey, Ian Draper

Apologies: Hilary Mace, John Oram, Graham Humphries, Dave Mace, Peter Favier, Susan Barnehurst-Davis

		Actions
1.	<u>Conflict of interests</u> No change to previous record	
2.	<u>Review of last minutes</u> Agreed with the correction of the spelling of Peter Favier's name. Also clarifying that SHLAA is an acronym for Strategic Housing Land Availability Assessment.	
3.	<p><u>Updates from working groups</u></p> <p>Nikki presented for the 'Vision' group.</p> <ul style="list-style-type: none"> The four members of the group have each been allocated one or more of the various current and past surveys to review and condense. It is expected that this will produce a set of key issues which will be brought together at the next planned meeting on the 12th June. It was agreed that these may form the basis for a questionnaire which will be created in conjunction with the Engagement group. Simon has arranged for a talk to be given by James Iles (a planning consultant who will attend not in a company capacity) to answer any questions on Neighbourhood Plans at the next meeting on the 12th. Limited invite to other groups to attend. <p>Jane presented for the 'Engagement' group:</p> <p><i>Actions in May</i></p> <ul style="list-style-type: none"> Rota set up to review any contacts from 'contact us' address Contact made with Jack who has new job but will continue to help from abroad Articles submitted for June Downton News and St Laurence Parish Magazine (NB volunteers with specific skills requested!) Contact made with societies and organisations plus churches and schools – info sent and requesting feedback about priorities and issues of importance by 18th July List of stakeholders drawn up <p><i>Actions planned for June</i></p> <ul style="list-style-type: none"> Attendance at Good Companions and Churches Together (17th and 18th) – short presentation and requests for info re priorities and ways of future engagement – using a standard approach to aid analysis Further contact with schools (Pupil Council and parent/governor meetings) and via 'Downton Mumsnet' to be made. Contact planned for sheltered housing residents in Moot Lane (plus any ideas re more difficult to engage residents of Moot Lane please). Engagement Strategy to be drafted outlining Intro; principles and objectives; Methods and commitments. 	Actions already allocated within groups

	<ul style="list-style-type: none"> • Progress on website – info to be added includes events update, FAQ review, qualitative survey of web contacts, additions to the picture gallery. NB has external funding request been made as we would like to add this. • Once website updated a note will go out to all existing contacts (approx. 45) to suggest they visit web site and also to ask for more specific volunteers. <p><i>Issues</i></p> <ul style="list-style-type: none"> • Looking forward to the creation of a project plan to enable more focus– understand that a meeting is to happen on the 4th. We believe that focussed tasks will aid engagement especially with harder to reach residents or to request support with specific activities. • Info needed from Research group - facts and figures re demographics, traffic destinations, use of facilities, type of current housing. We will need research as questions are asked or assumptions made during engagement in order to verify or refute widely held views. • Engagement group numbers very low and tasks are quite demanding – suggest combining with research group at this stage to share tasks and reduce duplication. <p>Discussion from above stressed that the Engagement group needs to find a means of giving clearer messages and raising awareness to counter assumptions such as heard in casual discussion by Steering Group members. For example that ‘Charles Church development is a ‘done deal’ so why are we bothering?’ or ‘Development won’t happen because Wessex Water won’t support the drainage’. Message needs to stress that ‘Development will happen according to the Plan and there is a Government presumption in favour of development so the usefulness of a NP is to influence the way that Community Infrastructure funding is allocated’ (Statement from Ian Draper which appeared to be agreed by group). There was a further suggestion that we need to consider ‘a two stage approach, stating that we would prefer no development but if we do have development beyond the allocation, then we would prefer xxx approach’. There was not consensus on this. (NB may need further discussion at next meeting).</p> <p>Ian presented for the Research group</p> <ul style="list-style-type: none"> • Now identified Ian Draper, Ian Campbell, Andy Smith and Peter Favier. Group has allocated tasks to consider market assessment (housing values); socio-economic conditions; population trends; natural environment etc at a high level and then apply these to Downton specifically. • Research group will be the point of contact with Sarah Hughes at WCC (specifically Ian Draper). • The research group will then link with Simon of the Vision group to overlay specific information onto the map once a licence is obtained from the Ordnance Survey. Richard will progress this. <p>Suggestion put to the group that the three action groups should combine their efforts for the next three months due to considerable overlap and limited numbers especially during the Summer. Each group will proceed with their next planned meetings but Jane will liaise with Peter and Simon to arrange shared dates for July, August and September.</p>	<p>Engagement group</p> <p>?Adam to agenda</p> <p>RF</p> <p>JB</p>
4.	<u>Project Manager’s briefing</u>	

	<p>Alan identified that there is still very limited material to produce a project plan, stressing that, as project manager he can only create the plan but the proposals and actions must belong to other group owners. All agreed that a plan needs clarity about what the outcomes will be. Alan presented a table of possible contents for circulation and then these can be broken down into tasks. Richard and Alan to meet 4th June to create a draft for circulation to be populated by Steering group members.</p>	<p>RF/AF All</p>
<p>5.</p>	<p><u>Update on meeting with Idmiston NP reps</u> Meeting was held with Idmiston by Dave, Adam and Richard. Views from this:</p> <ul style="list-style-type: none"> • They are less structured and more limited governance • They have undertaken less engagement • However more detailed planning and architectural detail and have lots of surveys • Feeling is they are ahead in some areas and behind in others • They have been allocated external funding to almost the total available and have been helpful in providing details of consultant rates and costs of specific activities. • Idmiston has some very specific issues which are not relevant to Downton such as the coming return of service personnel. <p>Agreed meeting useful and was positive.</p>	
<p>6.</p>	<p><u>Any other business</u></p> <ol style="list-style-type: none"> 1. No further volunteers for secretarial support 2. Update from Richard re Charles Church application. He understands that Parish Council will be provided with specific details re application and can then choose to hold an open meeting to share this (although no longer for consultation prior to application). Richard to clarify. Group discussed whether this would be a good opportunity to share NP approach – there were mixed views. Richard will share via email for group to agree whether or not to use such a presentation for NP purposes. NB Richard stated that if Charles Church application agreed they made it clear that this was likely to trigger Taylor Wimpey to take the next steps for further development. 3. Richard agreed to send Pewsey’s draft sustainability and environmental impact assessment for info. NB 50 pages so don’t print! 4. Richard gave an update on the Boundary consultation closing 11th June. So far three comments: New Forest National Park; National Farmers’ Union and one other individual. All positive but Richard will suggest to Bev Cornish and Dave Mace that they share the NFU comment with the Estate for their views. 5. Group agreed who will attend the Vision group’s meeting to hear James Iles – Nikki will coordinate if necessary. 6. Isobel asking for clarity about role of the Treasurer – group agreed this is very limited until external funding agreed. So far Parish Council is supporting the limited expenditure of approx. £80. 7. Next meeting will agenda an item on ‘Housing numbers and the creation of a new homes tracker’. Currently it is considered that approx. 50 already built in Wick Lane, approx. 99 will be included in Charles Church application, 15 by Trafalgar school and up to 4 individual new houses in village – making only a few off of the 190 target although some of these will be outside the ‘red line’. 	<p>RF</p> <p>RF/JB</p> <p>RF</p> <p>NW</p> <p>AH</p>

7.	<u>Next meeting</u> Tuesday 1 st July 2014 at 7.30p.m. at the White Horse. (NB advance apologies from Isobel)	
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