

## Minutes of Neighbourhood Plan (NP) Steering Group meeting, 6<sup>th</sup> May 2014

Present:

Adam Hayward (chair), Richard Ford, Ian Campbell, Graham Humphries, Jane Brentor, Nikki Wilson, Alan Foster, Dave Mace, Margaret Tribe, Helen Wilcox, Rob Hewlett, Peter Favier, Andy Smith

Apologies: Isabel Griscti, Hilary Mace, John Oram

		Actions
1	Adam Hayward welcomed new member Andy Smith	
2.	<u>Conflict of interests</u> No change to previous record	
3.	<u>Review of last minutes</u> Agreed. Group were asked for a third volunteer for sharing the secretary role but no one volunteered. Request that this remains on the agenda for further consideration.	All
4.	<p><u>Update of meeting with Sarah Hughes</u> Richard, Adam and Dave met with Sarah on the 23<sup>rd</sup> April and the following points were made:</p> <ul style="list-style-type: none"> <li>• Most NPs are limited to 2026 but there is nothing to prevent a longer term plan although Sarah recommending no further than 20 years i.e. 2034. WCC can extract data to provide info for that time scale if requested.</li> <li>• 3<sup>rd</sup> part copyright can be obtained for use of maps but must be via the Parish Council making an application for Ordnance Survey licence. Richard confirmed this will be raised at next Council meeting. Simon has been made aware of this via Adam.</li> <li>• Sarah will provide contact names for other NP organisers in local area and advises us to meet them for advice. Adam will check who this is to be provided to.</li> <li>• Sarah confirmed that WCC will undertake the referendum and that only registered electors of the agreed area can take place. It will be a Yes/No referendum.</li> <li>• She confirmed that there is no preferred format for the presentation of information prior to the referendum.</li> <li>• There are funding opportunities for up to £7,000 to support the NP (against a plan) – Richard confirmed that he will meet with the treasurer and potentially others to confirm the expected funding requirements and make application. Details of money already spent to be sent to Richard to raise at next Parish Council.</li> <li>• Confirmed that the Neighbourhood area boundary consultation is being advertised locally and will go as a link on the website.</li> <li>• When asked what support Sarah and WCC can provide, Sarah suggested we ask when support is needed and she will try to help.</li> <li>• It was strongly advised that development is better according to a plan than allowed to be piecemeal and ad hoc.</li> <li>• Sarah confirmed that, despite the planned number of homes being increased to 41,000, there is no specific additional allocation for Downton (although this will not prevent planning agreement if additional application is made).</li> </ul>	<p>AH</p> <p>RF</p> <p>JB</p> <p>JB</p>

	<ul style="list-style-type: none"> <li>• An exercise in response to Central Government initiative is to be held and a call has gone out to all land owners and developers to identify potential sites within the boundary areas. This is to 'prove' that additional land is available to meet the Government targets, even if the identified land is not yet planned for housing. In order to maximise strategic land planning, it is possible that some flexibility could be applied to the boundary area to accommodate this. Group agreed that this could indicate that additional housing could be imposed if land owners and developers apply and there is no reason not to grant permission within planning guidance. A NP can influence the management of this.</li> <li>• The SHLA (?the Strategic Housing Land Area) is being updated.</li> <li>• Sarah had not seen the letter from Wiltshire Water indicating that they cannot support further development within existing drainage arrangements. The copy letter will be forwarded to her.</li> <li>• Sarah confirmed that the NP will need to include a Sustainability Appraisal and Environmental Assessment but this can be undertaken locally and need to include consultants.</li> <li>• Sarah would like copies of minutes and agendas and will try to attend although can't make May or June meetings.</li> </ul> <p>There was a query from the group as to whether it is appropriate to approach Hampshire as we are so close to Hants boundary and also the New Forest. It was agreed that this would not be necessary as other areas have different arrangements. A frequent comment from Cuckoo Fair visitors was 'Why is Downton not joining with Redlynch?' It was suggested that Redlynch is not a service centre and may not find a NP appropriate. This will be further investigated.</p> <p>Dave confirmed that, during another meeting with a planning officer regarding the Persimmon application, it was made clear that WCC could not pre-empt the outcome of a planning application.</p> <p>Nikki identified that the WCC website still designates Downton as both a service centre and a market town in one presentation. Richard confirmed that he has made Sarah aware of this and it was not used in the last presentation. Nikki to send link to Richard and he will follow up.</p>	<p>RF/DM</p> <p>JB/HM</p> <p>RF/DM</p> <p>NW/RF</p>
5.	<p><b><u>Updates from working groups</u></b></p> <p>Nikki presented for the 'Vision' group.</p> <ul style="list-style-type: none"> <li>• Group met on 17/4/14 and reduced the original 69 key priorities considered by the Steering group to 13 and attempted to produce a Vision statement from this but agreed that this was presumptuous as insufficient public consultation had taken place. However, now that initial findings have been gained from Cuckoo Fair, the group will create a statement to test against workshops and surveys. (later discussion suggested either the use of the scenario approach or an hypothesis – 'Aunt Sally' - to be tested against a variety of questions). Nikki to share with group for next meeting.</li> <li>• Simon identified that he will provide a list of resources that he can contribute and limitations that he has regarding the provision of more map information. An architect met at the CF volunteered his services – Adam to follow up. Also Richard Nash may be able to help in this area. James Isles who works with Simon has volunteered to provide a</li> </ul>	<p>NW</p> <p>AH</p>

	<p>presentation about planning issues. Group accepted this – for Engagement and Vision group jointly – Nikki to follow up with Simon.</p> <ul style="list-style-type: none"> <li>Group identified that cannot progress much further without more information regarding community profile – socio economic info, housing needs survey (from Parish Council? – Nikki to check with Bev), employment opportunities etc. Research group clearly needed. Adam will follow up specific offers of support in this respect made at CF and identify what actions are needed.</li> </ul> <p>Jane presented for the ‘<b>Engagement</b>’ group: See attached <a href="C:\Users\User\Documents\Neighbourhood plan\Report to Steering Group from Engagement Group - 6th May.docx">C:\Users\User\Documents\Neighbourhood plan\Report to Steering Group from Engagement Group - 6th May.docx</a></p> <p>Please also see the analysis of the comments given at the Cuckoo Fair below. <a href="..\Results of CF 2014 consultation.doc">..\Results of CF 2014 consultation.doc</a></p> <p>Discussion from above identified the need for a ‘New homes tracker’ to monitor recent housing (50 from Wick Lane, 8 ad hoc houses and potential for ?99 in Persimmon application) Some discussion about public reticence to change but acknowledged the nature of a village and the desire for high standards to be maintained. The Engagement group will consider this more positive way of addressing the wishes of Downton residents.</p> <p><b>Research group</b> Adam asked for volunteers and the following were identified: Andy, Ian, Peter, Hilary (will be asked by Dave) and Claire Smith who will be contacted by Richard Adam will email all with terms of reference and general outline of objectives (via Jane)</p>	<p>NW</p> <p>NW</p> <p>AH/JB</p> <p>To be considered at next meeting</p> <p>DM RF AH/JB</p>
6.	<p><u>Project Manager’s brief</u> Alan identified that he is not yet able to create milestones and timeline until there is greater clarity about objectives and end point. Alan and Richard will meet separately to agree this and share by email with the group before next meeting.</p>	
7.	<p><u>Consultation on NP boundary area</u> This is in Post Office, Library and Co-op and will go on website.</p>	
8.	<p><u>Any other business</u></p> <ol style="list-style-type: none"> <li>The card leaflets to be shared with business units in the business park – Rob to circulate and Jane to provide 50 copies.</li> <li>Margaret suggested that the leaflets could go into the Parish magazine – Jane to follow up with Angela. (post meeting note from Margaret correcting this – article to go in magazine and NOT actual leaflet)</li> <li>Working groups will next meet on the 15<sup>th</sup> May.</li> <li>Nikki asked for confirmation of next steps for Vision group (as above)</li> </ol>	<p>RH/JB</p> <p>JB</p>
9.	<p><u>Next meeting</u> Tuesday 3<sup>rd</sup> June 2014 7.30p.m. at the White Horse.</p>	