

Neighbourhood Plan Steering Group Meeting 20

Village Hall, Norley Road, Cuddington

Wednesday 17th August 2016 at 7.30pm

Present:

Alan Latham, Mike Jeal, Andy Benson, Hilary Knowles, Eileen Kerrigan, John Kerrigan,

Tom Hiles – Urban Imprint

Apologies: Tim Vincent, Colin Coles, David Jackson, Kate Johnston, Val Godfrey, Juliette McDonald

Notes of the Meeting:

The Meeting was quorate and opened at 7.30pm.

102 Review of Minutes and Actions

The notes from the previous meeting had been produced as a commentary on the slide presentation given by Mike at Meeting number 19 on the 3rd August. These had been circulated to the team for comment.

103 Presentation by Urban Imprint

Tom Hiles of UI led the team through a presentation based on the report which UI had produced on the Housing Needs Survey. The Report is attached with these minutes.

Representativeness of the Data

The representativeness of the data was referred to at various points in the discussion. Tom commented that the good response, over 30%, was in itself a very positive aspect of the survey and would underpin the value of the data from it. The mis-match between the 2011 census and our data (2016) with regard to over representation of the over- 60s and under representation of the 25-59 age group, was therefore not a massive cause for concern.

Although the HNS cannot be re-done it was agreed that we could do some additional consultation in our Roadshows being planned for October and try to engage with younger families, at school gates, playgroups etc.

It was thought that by then we would be able to present people with a relatively short list of ideas for policies in an easy to communicate format, and in a relatively informal consultation process.

Policy Development

As the discussion progressed it was seen that there was evidence for some policies and some questions we need to answer. These were - in no particular order:

- Parking provision in any new build - there is evidence that a policy could be drafted on this.
- Commentary on the apparent dependence on cars for school children travelling relatively short distances.
- Public transport provision eg accessibility for buses in new developments.
 - It was noted that we were not clear on the exact position with regard to school bus provision- this will be confirmed
- More information on the acceptability/ accessibility of services in the Neighbourhood by sub locations may be useful.
- Affordable Housing provision in the Neighbourhood

- We do not know the number of affordable homes for purchase and rent that we have in the Neighbourhood already
- We only know what our own residents needs are for homes (only three respondents were on the Housing Waiting List) but the Housing list is held by CWaC and includes a lot of people from outside the Neighbourhood. It was noted that a policy might be drafted to require preferential treatment for our residents.
- Infrastructure particularly sewerage capacity is being developed at the moment.
 - We need to confirm what the new capacity will be.
- We need to assess the external demand for all housing in the Neighbourhood via estate agents

Projections from the Data and Census Information

The difference in approach between Mike's work and the work done by UI was discussed. It was recognised that CWaC had confirmed that within the KSC and the general rural area there is an oversupply of planning applications.

Guidance issued by the Planning Advisory Service indicates that forecasting should be part of the HN Report in a Neighbourhood Plan; this would be clarified.

It was agreed that to get more out of the work on Housing Needs, combining the two approaches would be best, and it was agreed that Mike and Tom would get together and compare analyses.

104 Character Assessment

Alan reported on the progress of the Character Assessment programme. To date, nine CAs had been carried out and two more were planned to be carried out in the next few days. Volunteers from the community had joined with members of the Steering Group on all the walks so far, but some volunteers for the remaining walks were proving difficult to contact.

It is hoped that all the CA walks will be completed by the 24th August.

Suitable communication material for use in the Roadshows will be developed for October.

105 Communications

Eileen reported that she had arranged for an update on the project to be put on to the agenda of the next Parish Council meeting planned for **19th September**.

After a short discussion it was agreed that the input would comprise a summary of the HNS results and the Character Assessment work.

A short piece had been written for the September Round Tower. This had been brought forward owing to the Editor going on holiday, therefore there was no detail in the piece on dates and times of Roadshows.

Another input to the Round Tower will be written for October.

The use of the Dropbox was discussed. Tom agreed to provide access for the team. The team were asked to review the contents of the Dropbox. Documents will be added to the Dropbox only via the Chairman to ensure that we keep control of the contents.

106 Finance

Juliette had confirmed to the Chairman that she would be able to update the September 7th meeting on how and when to apply for the next tranche of grant money to ensure that we are continuously funded.

107 Review of actions Agreed

The actions agreed in the meeting were briefly reviewed.

The meeting closed at 9.25 pm

The next Steering Group meeting will be on Wednesday 7th September at 7.30pm.

Please note that this is an important meeting in that Tom will be attending to present the UI Gap Analysis and thoughts on the next steps.

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution	All	Ongoing
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Liase with Colin re-data downloads	John/Mike	Complete
Prepare a brainstorming session on Vision, Strategy & Objectives	John	Deferred
Work to produce a first draft HNS report	Mike, Colin,	Complete
Submit 4 to 6 questions along the lines of "What we need the Housing Needs Survey to tell us is....."	All	Complete
Produce a plan and carry out the Character Assessment for the Parish	Alan, Tim	24 th August
Check deadline and produce an input for the August edition of the RT	Eileen	Complete
Circulate notes on CWaC Parking Strategy consultation	Eileen	when received from CWaC
Design and carry out a CA for the Neighbourhood area outside the Key Service Centre	Alan, Tim	Complete
Clarify points in the UI proposal of work and costs, confirm their attendance at the meeting on the 17th August and again on 7th September	John	Complete
Rearrange meeting room booking from 31 August to 7th September	Tim	Complete
Look into applying for a further tranche of grant money for the Autumn activities	Juliette	7 th September
Design and deliver input for the Parish Council Meeting 19 th September	John / Alan	12 th September
Design and plan Roadshows for October. Design and plan communications via a mailshot to all homes	Eileen / Comms Team	21 st September
Check current position on school buses	Eileen	Early September
Confirm the number of Affordable homes for sale and rent in the Neighbourhood area	Mike	End August
Confirm the housing capacity being planned into the improved sewerage system	Tim/Eileen	asap
Assess external demand for housing in the Neighbourhood by contacting estate agents	??	
Prepare an input for October Round Tower	Eileen	End September