

## **Neighbourhood Plan Steering Group Meeting - 3**

**Village Hall, Norley Road, Cuddington**

**Wednesday 9 December 2015 at 7.30pm**

### **Present**

Tim Vincent	Val Godfrey
Hilary Knowles	David Jackson
John Faulkner	Mike Jeal
Alan Latham	Eileen Kerrigan
John Kerrigan	

**Apologies:** Juliette McDonald, Kate Johnston, Richard Thresh

### **Notes of the Meeting:**

The Meeting opened at 7.30pm

#### **14 Minutes of Previous Meeting**

It was noted that under Minute 8 the Action under Movement and Travel should have read:  
“David and Mike had not met up but had exchanged some thoughts by email. They undertook to provide a summary for the next meeting.”

With this change the minutes were approved

#### **15 Action Review**

The Action List from the previous meeting was reviewed and updated (see below)

#### **16 Constitution**

The draft constitution was reviewed. Alan had made two suggested changes that were shared with the meeting and accepted. It was decided that the updated draft would be produced in mark up and clean format and, subject to there being no further comments, prepared for final sign off when the whole NPSG could be together. The next meeting should provide that opportunity. Copies attached with these minutes.

#### **17 Communications**

It was agreed that, in Kate's absence, the discussion on Communications strategy and Logo design would be held over.

#### **18 Progress and Comments on the 4 Themes**

There was a discussion on the volume of reading material that is available for Neighbourhood Plans. A request was made for some guidance as to a recommended reading list. John K undertook to ask CWaC for some help on this.

#### **Housing Development – Val and Eileen**

Eileen and Val had met and produced a briefing note on Housing. The review included summary comments from the Village Plan, highlights of the Local Plan and references to other data sources.

They reported that the Local Plan sets a figure of 200 new homes for Cuddington. This is defined as a minimum figure for new homes in the Parish in the period 2010 to 2030. CWaC has confirmed the start date for the Local Plan calculation as 2010, and monitoring reports produced by them indicate that 78 new homes have been built up to 2015. 108 new permissions are in the pipeline, leaving a shortfall against the target minimum of 14 homes. After discussion in the meeting it was agreed that Eileen would clarify the situation regarding the Eden Grange Development.

Their recommendation was that a Housing Needs Survey was an early priority for the project. This was agreed by all.

The notes of their input are attached with these minutes.

### **Green Issues – Alan and Hilary**

Alan and Hilary gave a brief input on their further thoughts. They had reviewed other NPs and had found that the Norley plan gave a good framework and insight into possible Green Issues. Based on our broader discussion at the last meeting, they felt that Landscape and Environment would fall within their definition of Green Issues. They also noted that it was very apparent that there would be lots of overlap between the topic areas. John K commented that our way of working would ensure that all the NPSG members would be actively engaged in each topic area, which should ensure that the overlaps did not create duplication of effort.

A summary note on Green Issues is attached.

### **Economic Development – Kate and Tim**

Kate had produced a template on Economic Development, which she had made available for the NPSG before the meeting. This was applauded as an excellent model for us to work with.

For completeness this is attached with the minutes.

Tim suggested that we try to find some members of the local business community to work as a sub group on Economic issues. John K asked the team to think about who they know who might be willing to help us on this.

### **Travel and Movement – David and Mike**

David and Mike had produced a briefing note, which was discussed. They highlighted their suggestions on how the NP could be used to influence movement and travel issues associated with future developments. They recommended a number of possible surveys on e.g. traffic flows and parking usage. In the discussion it became clear that a number of surveys have been carried out both by the Parish Council and by professional groups working for various developers. Tim undertook to discover if any information was available from the Parish Council files or elsewhere.

One other area of discussion was the need for topographical information on the village. David undertook to come back to the meeting with some more detailed suggestions on what we need to do, what such maps look like, and how much it might cost etc.

Their briefing note is attached to these minutes for completeness.

## **19 Blakemere Proposed Development**

A number of the NPSG members had visited the recent consultation event at Blakemere.

John F had picked up a copy of the consultation brief provided. This is attached with these minutes.

The points made by those who had attended the consultation evening are listed below:

- The development is outside the “village triangle” and could be a precedent for such development
- The proposed area for housing is in the corner of the site bounded closely by the A556 and the A49

- The developers appear to have a very limited view on the traffic impact and hazards associated with having 90 new homes on the site
- The information in their presentation was misleading on a number of points:
  - They refer to the minimum number of homes required for the Local Plan as 200, of which they will provide up to 90. We already have 186 homes towards that target either built or with permission granted.
  - They have been free with their interpretation of the outcomes of the Village Plan on the question of provision of accommodation for the elderly.
  - Their calculation that £1.275m pa on retail goods would come into the site from residents on the site would imply spending of about £5000 pa by each new resident.
  - There were no clear answers on what the signature building for the site would be used for
  - There was no information on how the existing site/ buildings would be improved as a result of this investment
  - There did not seem to be a strategy for developing the Blakemere concept and brand.

It was agreed that once approved the notes in these minutes would be used as the view of the NPSG on this proposed development.

## **20 Planning the Project**

The chairman noted that Richard had sent an outline project plan for consideration linked to the number of days he would anticipate allocating to our project. The proposed Plan covered a period from December 2015 to May 2018.

He had also submitted a fees proposal and a Project cost for carrying out a Housing needs Survey. These were discussed.

It was noted that an application for a Parish Council resolution would be required before we seek to apply for a grant and spend money. This application will be made for the January PC meeting.

## **21 Action Review**

The actions agreed in the meeting were reviewed. It was noted that there were a number of issues, which would need clarification at the next meeting where it was expected that Rosie Morgan and Emma Pickett from CWaC would attend along with Richard. John K and Eileen undertook to draft a note to Rosie listing the specific topics, which we would like to talk about alongside her own input.

It is likely that the next meeting will be dedicated exclusively to inputs from the CWaC team.

**The meeting closed at 9.10 pm**

**The next meeting will be on 6th January when Rosie Morgan Principal Planning Officer from CWaC, will attend.**

**The meeting following is booked for 20<sup>th</sup> January 2016**

Eileen Kerrigan

## Summary of Actions

Action	By whom	Due Date
Examine the Public Meeting output and consider how the work on <b>Housing Development</b> might be progressed for discussion at the next meeting	Val & Eileen	Complete
Examine the Public Meeting output and consider how the work on <b>Economic Development</b> might be progressed for discussion at the next meeting	Kate & Tim	Complete
Examine the Public Meeting output and consider how the work on <b>Movement &amp; Travel</b> might be progressed for discussion at the next meeting	David & Mike	Complete
Examine the Public Meeting output and consider how the work on <b>Green Issues</b> might be progressed for discussion at the next meeting	Alan & Hilary	Complete
Provide an outline plan from another project for the team to consider.	Richard	Complete
Review the second draft constitution ready to sign off	All	Complete
Consider ideas for a logo ahead of the next meeting so that this can be worked on there- Kate to bring lap top to the meeting	All	Ongoing
Provide notes of preliminary thoughts on the current 4 Themes	All sub Groups	Complete
Consider the key milestones for the NP project	All	Ongoing
Modify draft constitution and provide a clean copy for the NPSG to sign off	John K	6 <sup>th</sup> January 2016
Seek guidance on a specific recommended reading list	John K	asap
Forward suggested names for possible members of the Economic Development subgroup, drawn from local businesses.	All	asap
Look for traffic and transport survey data attached to recent planning applications	Tim	6 <sup>th</sup> January 2016
Look for examples of topographical maps and assess the needs and likely costs for our project	David	6 <sup>th</sup> January 2016
Review the notes on the Blakemere discussion and ensure that they are an accurate record and represent the considered view of the NPSG	All	asap
Draft a note to Rosie Morgan, covering all the points raised which we need to discuss in January This will be circulated to the team prior to sending it out	John K and Eileen	16 <sup>th</sup> Dec 2015
Clarify Eden Grange in Local Plan Statistics	Eileen	6 <sup>th</sup> January 2016

