

Neighbourhood Plan Steering Group Meeting 31 & 32

Village Hall, Norley Road, Cuddington

Wednesday 4th January 2017 at 7.30pm

Wednesday 11th January 2017 at 7.30pm

Present:

4th January

Alan Latham, David Jackson, Mike Jeal, Eileen Kerrigan, John Kerrigan, Tim Vincent,
Andy Benson, Hilary Knowles, Val Godfrey

Apologies: Juliette McDonald, Colin Coles,

Present:

11th January

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Andy Benson, Hilary Knowles, Val Godfrey

Apologies: Juliette McDonald, Colin Coles

Notes of the Meeting 4th January 2017 – Meeting 31

164 Review of Minutes and Actions

The notes from the previous two meetings had been produced and had been circulated to the team for comment.

165 Progress on Policy Development

Two of the themes were reviewed

166 Traffic & Movement - Policies 19-22

David presented his discussion document on the policies numbered 19 to 22 which had recently been consulted on with the community. His presentation is attached with these minutes.

He recommended that we drop Policy 22 Traffic Calming Measures, as this was not a Neighbourhood Plan Land use topic area. The meeting agreed to his suggestion.

He had further work to do and was planning to attend the CWaC meeting on Parking Standards to get the latest update.

It was noted that there were plans being developed to extend Cuddington Primary School and it was felt that parking issues there would be exacerbated and would need to be addressed. This would be kept in mind in the Policy development.

167 Housing Development - Policies 14-18

Mike presented his document "Basis for Housing Development Policies". The document was revised and completed after the meeting and the update was circulated to the team. It is attached with these minutes for completeness.

It was decided to carry over the review of the other two theme areas until the next meeting.

168 The Next Steps

It was noted that there were significant additional comments in the responses and the team were analysing these in re- formulating the policies.

The Chairman talked through the list of documents required for the next stage, the formal Reg 14 consultation. It was noted that once the work on drafting the policies was completed then they would be passed to UI for them to be written up in the appropriate format with accompanying explanations etc.

Regarding gathering information from estate agents to establish external demand on housing in the Parish, Mike and John reported that they still had to do this.

169 Finance

John had advised Juliette on the likely costs to complete the project up to and including preparation for Regulation 15 consultation. She would prepare an application.

John produced a copy of the constitution with each page dated and the document was passed around for signature.

Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.30 pm

Notes of the Meeting 11th January 2017 - Meeting 32

170 Progress on Policy Development

Two of the themes were reviewed

171 Environment

Policies 1-7

Alan presented his latest draft on Policy ideas. The number of policies was reduced from 7 to 5 by merging policies 2 and 3, and 5 with 6. A few minor changes were agreed and the revised version is attached with these minutes.

172 Economic Development

Policies 8-13

Tim and Andy had reviewed these policies and Andy presented their latest work. The number of policies had been reduced following the review with the CWaC team and after discussion there remain three Policies 8,9 and 10. The presentation is attached with these minutes.

It was agreed that the retail area ribboned along on Warrington Road would be nominated as the third Local Retail Centre in the village and that good quality maps would be produced for all three areas. Andy undertook to check through the retail category definitions.

173 Next Steps

The Chairman had been in contact with Jo at Urban Imprint. It had been agreed that we would forward the work on the 4 policy areas to Jo along with the Character Assessment and the Housing Needs Report. They could then start work on the next stage.

Alan provided all the photos needed to complete the CA and had indicated which photos should be used on each section.

Mike had visited local estate agents and along with information provided via Val, the Housing Needs Report can be finalised.

John and Eileen will upload the documents once the final revisions have been received from the team.

Juliette had reported that she was about to begin the grant application which would be submitted by the 27th January.

Our next Meeting will be on Wednesday 8th February 2017 at 7.30pm in the Village Hall meeting room.

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution John to draft a signing version	All	Two signatures outstanding
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Apply for the next tranche of Grant funding	Juliette	27 th January
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.	Mike	Completed
HNS Report to be finalised for issue	Mike/John	Completed
Confirm shutdown of access to Survey monkey	Eileen/Colin	Completed
Review all policies using the template described in the minutes of the meeting	All	Completed
Complete Traffic & Movement Review	David	17 th January
Complete the detail on the Economic policy review	Andy	17 th January
Finalise the Housing Development report	Mike	17 th January
Finalise the Environment Policy document	Alan	17 th January
Put photos in the CA and upload all documents to the Dropbox	John/Eileen	17 th January