

Neighbourhood Plan Steering Group Meeting 33

Village Hall, Norley Road, Cuddington

Wednesday 8th February 2017 at 7.30pm

Present:

David Jackson, Eileen Kerrigan, John Kerrigan, Tim Vincent, Andy Benson, Hilary Knowles, Val Godfrey, Colin Coles

Apologies: Juliette McDonald, Alan Latham, Mike Jeal

174 Review of Minutes and Actions

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

175 Progress on Document Development

Housing Needs Report

John reported that Mike's HNS report had been reviewed by Emma at CWaC and the revised version would be placed in the Dropbox.

Character Assessment

John reported that Alan would be reviewing the CA, in particular the positioning and titles on the photos which had been selected for the report.

Updates on Other Themes

Tim and Andy expressed some concern that the SG needed to think through the implications of having a policy specific to Blakemere in the NP. It was agreed that this would be pointed out to UI as they draft the policies to ensure that we achieve the right outcome, consistent with consultation feedback and the Local Plan.

176 Next Steps

Preparing for Reg 14 Consultation

The note on the telephone meeting with Jo was discussed (see attached).

The note lays out the work programme to prepare us for the Regulation 14 Formal Consultation stage.

Item 1- this will be for us to write and will be a generic introduction

Item 2 - After some discussion it was decided that we could approach the local historians, Jill and Roger King to ask them if they would write a concise background and history for the NP. They would be referred to the Character Assessment and the Village Plan (much of which was based on their work anyway) it was felt this would be a good way of including others from the community. John undertook to do that.

Item 3 – cannot be completed yet but will be an extract of the Consultation Report currently being written

Jo had confirmed that she had enough information from the group in the Dropbox and from their own work elsewhere to complete the items 4 to 7.

Item 8 – David and Colin undertook to work on this topic. It was noted that we would need to extend the SurveyMonkey licence at a cost of £26 per month if we were to use it after the 31st March as a part of the consultation feedback process.

Item 9 – CWaC will advise us on this in the first instance.

Item 10- Eileen agreed to take this topic and work on it.

Item 11 – This will need further discussion, regarding how many locations will have hardcopies of the draft NP but in the first instance Eileen will look at indicative costs of producing a small number of hard copies.

Item 12 – Tim and Eileen will raise this at the next PC meeting on 20th February.

Policy Development

There was a long discussion on the need for reviewing the policies we have drafted in the light of current changing legislation. John and Eileen had raised this with Jo on the telephone meeting. David had been researching this and offered to provide links for the team to two current pieces of draft legislation:

Housing White Paper “Fixing our broken housing market”

Neighbourhood Planning Bill second version currently going through parliament.

The Chairman recommended that we all read these documents. Jo had agreed to have an eye on “future proofing” our policies during this next drafting stage. It was recognised that we had already consulted on draft policies but policies should be able to be modified right up to the final submission stage since they will be consulted on again at Reg 14.

SEA Screening

Jo had asked that we check with CWaC whether SEA screening will be required during the Reg 14 consultation.

Timetable

Following the meeting, John contacted Jo for a view of the proposed timetable. She asked that we accept the w/c 6th March as the date by when the first draft UI material will be prepared for us to review. This will be to make sure that they can produce a good quality draft. She still felt that we could be ready for Reg 14 from 1st April. As a consequence of this, and following a discussion with Bob Philips, it was felt that we should set the meeting with the PC for the 22nd March. UI will attend on that date.

177 Finance

The grant authorities had been back to Juliette and asked that we only apply for grant aid for work that will be completed before the 1st April as a result of this the application has been reduced to £1588. A further application will be made during March for the balance of the project costs, with the aim of being funded from 1st April.

One more signature was added to the Constitution document. There is only one outstanding now.

178 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.30 pm

Our next Meeting will be on Wednesday 22nd 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	One signature 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	Completed
Confirm the housing capacity being planned into the improved sewerage system	Tim/Eileen	asap
Complete Traffic & Movement Review	David	Completed
Complete the detail on the Economic policy review	Andy	Completed
Finalise the Housing Development report	Mike	Completed
Finalise the Environment Policy document	Alan	Completed
Put photos in the CA and upload all documents to the Dropbox	John/Eileen	Completed
Review picture layout and titles in the CA report	Alan	End February
Introduction -What is Neighbourhood Planning	John/Eileen	End February
Background and History- Contact Jill & Roger King	John	asap
Consultation process- Create extract	Eileen	End February
Vision & Objectives	UI	6 th March
Spatial Strategy	UI	6 th March
Policies and Explanations	UI	6 th March
Monitoring & Review section	UI	6 th March
Explanation of How feedback on Reg 14 can be given	Colin/David	End February
Develop a consultation strategy	SG/CWaC	Mid March
Produce a special edition RT	Eileen	Mid March
Production of hard copies of material for consultation for a number of locations -cost estimates	Eileen	End February
Workshop with Parish Councillors - arrange the date	Tim/Eileen	20 th February