

Neighbourhood Plan Steering Group Meeting 34

Village Hall, Norley Road, Cuddington

Thursday 9th March 2017 at 7.30pm

Present:

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

Apologies: Juliette McDonald, Colin Coles,

185 Review of Minutes and Actions

The notes from the previous meeting had been circulated to the team for comment. There were no comments or alterations.

186 Questions Raised by Urban Imprint

Land the group wish to be considered for protection under the Local Green Spaces policy

Strat 9 of the Local Plan needs to be restated in our NP.

We have identified a lot of spaces whilst carrying out the Character Assessment and we have also looked at the publication from My Community gives guidance on what Green Spaces is all about and also what are the limitations. We will be producing a map showing our view of green space in the Parish.

Any non-designated heritage assets the group want to be considered for local listing/protection through the Neighbourhood Plan

These are in the Appendices of the Character Assessment so we can easily pick them out from there

Any walking/cycle routes the group want to preserve

Likewise in the CA Report and David will identify these.

Key roads and / or junctions the group would like improvements to be focused on

We have already identified these and they will be mapped by David

A Community Infrastructure Levy priority list of projects

For discussion with the Parish Council and raised at the next PC meeting.

UI have suggested some road and rail and valleys to be identified as key wildlife corridors. Are there any specific wildlife/green corridors the group would like to be afforded protection?

We will wait to see what UI have already identified on this

187 Progress on Document Development

Character Assessment

The final detail of the CA, is being worked on by Alan and Pam.

Draft NP Introduction

Mike has created a draft which he is testing with Emma. When he has a second draft he will forward it to be circulated to the team.

Background and History

John had passed a file of the Character Assessment to Jill King to check through the historical references for accuracy.

Economic Policies

The situation regarding the status of Blakemere in planning terms was discussed. It was agreed that we would contact Emma for clarification. Tim will review previous planning applications to check how Blakemere has been viewed in the past.

Reg 14 Consultation

Following the discussion at the last meeting Eileen had obtained indicative pricing for the production of a limited number of hard copies.

This was based on their being three documents per set and the need to produce 5 sets for different locations in the Neighbourhood.

There was a long discussion on the means of communicating and also the number of locations where hard copies might be located. Tim and Eileen will consider other possible locations for the hard copies

It had been agreed that the form circulated previously by David would be made available on the Village website. The precise mechanics for using the pro-forma on the website need to be decided following consultation with the village website team.

Survey monkey could be used free of charge for up to 10 questions so long as there were less than 100 replies. This may or may not be taken up at the time of the Reg14 consultation.

Emma will be contacted re Reg 14 consultees and also about any costs we may have to consider post Reg 14.

Communications

It was agreed that that residents will be notified on how to access the material and the process for responding via the Round Tower, on Facebook and via the village website. Plans will be made to produce 2650 copies of the RT in May to be delivered to all homes and business premises in the Parish.

We also need to be clear on who is responsible for communications and publicity at the referendum stage.

Costs will be obtained in writing for a RT special edition and also affirm quote for the production of the necessary hard copies will be obtained.

188 Next Steps & Costs

SEA Screening

It had been clarified with Emma that CWaC will carry out the SEA screening leaving the project to produce the Basic Sustainability Appraisal and the Environmental Statement (both part of Urban Imprints brief)

Future Activity and Cost Estimates

		Fee	Add'l Costs	VAT	Total
Stage 4	Prepare First Draft of NP	£1512.50	£75.63	£317.63	£1905.70

Stage 5	Review of Regulation 14 Consultation	£1187.50	£59.38	£249.43	£1496.30
Stage 6	Submission of NP	£500.00	£25.00	£105.00	£630.00
Consultant Costs					£4032.00
Print Costs					£300.00
RT Special Edition					£125.00
	Total				£4457.00

Second Grant received £1588.00

Extra Funding to complete the project £4457.00 - £1588.00 = £2869.00

Total Grants to date £4348.00 + £1588.00 = £5936.00

Balance of Grant Support Available £9000.00 - £5936.00 = £ 3064.00

We need to clarify the number of grant applications we can make and also the maximum timescale over which grant aid can be applied for.

These costs were accepted by the SG and it was agreed that an application for around £2800 of Grant support should be appropriate to complete our work leaving a small reserve if needed to be applied for after September 2017.

189 Finance

The grant of £1588 had been awarded. A further application will be made during March for the balance of the project costs, with the aim of being funded from 1st April.

There is only one signature outstanding on the NPSG Constitution document.

190 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.00 pm

Our next Meeting will be on Wednesday 15th March 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
Confirm the housing capacity being planned into the improved sewerage system-	Tim/Eileen	Meeting being arranged
Review picture layout and titles in the CA report	Alan	asap
Introduction -What is Neighbourhood Planning	Mike	mid March
Background and History- Contact Jill & Roger King	John	Completed
Consultation process - Create extract	Eileen	asap
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
Develop a consultation strategy	SG/CWaC	Mid March
Produce a RT input for REG14	Eileen	End March
Production of hard copies of material for consultation for a number of locations -cost estimates	Eileen	Completed
Generate maps of Green Spaces and traffic hotspots	Alan/David	mid March
Clarify status of planning classification of Blakemere with CWaC	John	mid March
Clarify with Emma any likely cost we will have to bear post Reg 14 and submission to CWaC for Reg 15	John	asap
Clarify the number of tranches of grant support up to the total of £9000 that can be applied for	John/Juliette	asap
Apply for funding to be available from the 1 st April 2017	Juliette	asap
Obtain firm quotations for the RT May edition and the Hard copies for the draft NP and associated reports	Eileen	asap