

## **Neighbourhood Plan Steering Group Meeting 7**

**Village Hall, Norley Road, Cuddington**

**Wednesday 17th February 2016 at 7.30pm**

### **Present**

Tim Vincent   Val Godfrey   Mike Jeal   Kate Johnston   Hilary Knowles   David Jackson

Eileen Kerrigan   John Kerrigan

**Apologies:** John Faulkner, Juliette McDonald, Alan Latham,

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

The Meeting opened at 7.30pm

#### **38 Review of minutes and approval**

The minutes from the previous meeting were approved.

#### **39 Updates on actions**

The action updates were taken as part of the meeting under the appropriate headings.

#### **40 Progress Review**

##### **a. Housing Needs Survey**

Mike, Tim and John K had met with Rosie Morgan and Emma Pickett at CWaC offices. Mike gave a report on the meeting (See attached document)

The key points were that the draft HNS survey was along the right lines and with some additions it was felt by Rosie and Emma to be appropriate. (See attached new draft)

They had undertaken to share it with their Housing Officer Rachel Rens and to provide any additional comments asap.

Rosie was clear that any policy which asked for a significantly different level of affordable housing than the 30% recommended in the Local Plan, would be tested very hard.

She was also keen to keep in touch with our progress since we are running parallel with the development and consultation stage of the Local Plan Part 2, and she is keen that our views are available and taken into account at the consultation stage.

The definition of affordable housing was complicated and some further information would be provided along with some demographic trend data.

Val reminded the meeting of the importance of having clarity on boundary definitions. There had been some unexpected changes when the Eden Grange site was developed and the housing therein was allocated to the Rural quota ( Strat 9) rather than to the Key Service Centre quota ( Strat 8).

##### **b Environmental Policy ideas**

Hilary took the team through the work that she and Alan had been doing on ideas for Green policies. She presented the report (Attached)

### **c Traffic & Movement Policy ideas**

David presented a report on the ideas generated for Traffic & Movement policies for the team to consider (Attached)

### **d Economic Development Policy ideas**

Kate referred to her earlier document “ Economic Development Background Notes”. She undertook to review this ahead of the next discussion on this topic.

#### **41 Project Plan Review**

The detailed actions February to July were reviewed and the following key actions were agreed.

Four workshops will be held between now and the 1<sup>st</sup> April for drafting policy ideas and preparing the HN Survey.  
Tim to confirm arrangements asap.

Additional resource will be sought to work on HN Survey, with reference to the use of Surveymonkey.  
John K to pursue.

Graphish will be approached to produce the Survey forms when required.

John K to contact Jonathan Cook

#### **42 Workshops**

The design concept for the first public Roadshow was discussed. It was agreed that the inputs would be simple policy ideas for each of the 4 areas we are working, namely; housing, environment, transport and movement, and economic development. These will be developed in the next 4 workshops, along with explanatory material on the purpose etc of the Neighbourhood Plan.

Wall maps on each theme will be developed and marked up in the workshops for use on the Roadshows. In looking at the maps David suggested that the team might think about designating areas such as Village centres, which some NPs have done, to define the character of the village centre and to limit the amount of change which can be accepted there.

Kate referred to “Emotional Mapping” a process for defining the characteristics of different parts of the village. This was seen as a great opportunity to involve a lot of our residents in the NP process. Two residents of Delamere Park have volunteered to work with us on this.

#### **43 Communication**

An article will be produced for the Round Tower to go out in the April edition, advertising the Housing Needs Survey and the April Roadshows.

The Communications team will develop a plan for March and April communication activities.

Dates for the Roadshows and venues, will be arranged and confirmed for the period 15<sup>th</sup> -29<sup>th</sup> April.

Kate promised to forward her draft logo to the team for their inspection.

#### **44 Finances**

It was noted that an application for funding would now be needed. This will be discussed at the next meeting.

#### **45 Review of any agreed actions**

The actions agreed in the meeting were reviewed.

**The meeting closed at 9.20 pm**

**The next meeting will be on Wednesday 24<sup>th</sup> February at 7.30pm.  
PLEASE NOTE THIS IS AN EXTRA MEETING**

### Summary of Actions

Action	By whom	Due Date
Consider ideas for a logo ahead of the next meeting and arrange initial meeting	Comms Team	Ongoing
Sign Off NPSG Constitution	All	Ongoing
Forward suggested names for possible members of the Economic Development subgroup, drawn from local businesses. After the initial policy ideas have been formulated by the SG sub committee.	All	April 2016
Forward link to CWaC planning portal to Mike	Tim	Complete
Report on topographical maps and the needs and likely costs for our project	David	Complete
Contact David to ask for some large maps	John K	Complete
Provide links to HNS questionnaires carried out already as examples to consider	John K	Complete
Contact Rosie re meeting with Rachel Rens, CWaC Housing Officer	John K, Tim, Mike	Complete
Revise draft HNS and circulate to the team	MIkeJ / Eileen	19 <sup>th</sup> Feb
Organise dates and venues for four workshops	Tim	asap
Contact Colin Coles and ask for his help on SurveyMonkey	John K	Urgent
Arrange for a quotation for the production of the HNS	John K	24 <sup>th</sup> February
Meet to sketch out the communications plans for March and April	Comms Team	End February
Share proposed logo with the team for comment	Kate	asap