

DENMEAD NEIGHBOURHOOD PLAN

Meeting Notes – Meeting of the Steering Group

<i>Date of Meeting</i>	Friday 26 October 2012 at 2.00pm in The Old School	
<i>Present:</i>	Cllr Neil Lander-Brinkley (NLB)	John Knight (JK)
	Cllr Felicity Hull (FH)	Peter Ambrose (PA)
	Patricia Stallard (PS)	David Griffiths (DG)
<i>Notes taken by</i>	Tony Daniells (TD), Clerk to Denmead Parish Council	
<i>Next Meeting:</i>	Steering Group: Friday 7 December 2012 at 2.00pm in The Old School	

046/12NPSG Welcome and Apologies

NLB welcomed everyone to the meeting. Apologies were received from Kevin Andreoli and Brendan Gibbs.

047/12NPSG Notes of the last meeting

The notes taken at the meeting of the Steering Group held on 20 September 2012 were reviewed by NL-B, together with any actions.

A final version of the Hearings Programme for the WCC Local Plan Part 1 Joint Core Strategy had been received and was available from the Office.

Minute 044/12NPSG referred to further funding from DCLG to meet the costs of preparing a Neighbourhood Plan and how WCC would use this to meet the cost of the examination only. In a memorandum from DCLG published on 29 August 2012, this stated that this further funding was to pay for the examination and referendum. This matter would be discussed further with WCC. NOTED.

048/12NPSG Review of recent activity

- 1) Community Engagement. The 'marmite' survey has now closed and the results analysed by Locality. This confirmed the first pass analysis by PA. TD will circulate the summary to those wanting a copy. In discussion on the initial findings, it was considered by some members that
 - Further surveys would need to test the initial findings with more specific questions
 - The survey results could be used to reinforce comments received from the Blueprint exercise and could be reinforced with links to other data.
 - A housing need survey was still worthy of consideration. The availability of resource to make this a success was questioned, as experience for the working groups had shown that this may not be easy to source.
 - Stuart Woodin (SW) of Locality had offered to provide data for an evidence base tailored to Denmead. This offer had been accepted and data was awaited, with costs met from the DCLG grant.

The use of social media for further engagement was considered. Kelvin Andrews and Kevin Andreoli would be used to make more use of Twitter and/or Facebook.

A 'wall survey' had been successfully used on two occasions with parents at the local Junior School. This survey had also prompted discussion amongst those taking part and with DN Plan members present.

The meeting again considered conducting a housing need survey and asking Locality for advice. PS advised caution as this may show a need for more housing than had initially been allocated.

A short discussion on the validity of the SE Plan, the 2006 Local Plan and evolving policies and the Core Strategy followed.

The next issue of the Denmead Scene would be distributed in December. PA agreed to draft an article on the Neighbourhood Plan to keep the subject in resident's minds.

- 2) Development Placement. A copy of the site assessment criteria had been sent to Locality (Una McGaughrin). A telephone call with her to agree her comments and to agree a way forward was suggested. The working party should meet prior to this call to agree their position.
- 3) Cllr Ken Scholey had agreed to be involved with the Employers and Employment Working Group. A second business breakfast had been planned for Wednesday 21 November. Cllrs Scholey and Hull were contacting local businesses to invite them to attend.

049/12NPSG Starting new work packages

- 1) Recreational Facilities and Green Infrastructure. Work on this package would start when Cllr Hallett had returned from holiday. His knowledge of green infrastructure would be valuable to the work needing to be done.

- 2) Demographics and Housing. Information as part of the evidence base would come from Locality/URS. More background information should be available from WCC. NLB told the meeting that he would initiate the work group. Two other names were also suggested.
- 3) Infrastructure. It was suggested a standard letter could be drafted and sent to the list of bodies who should be consulted on this matter. The letter could be sent from the Parish Office. It was suggested that Jim Kerr may also be able to assist.

050/12NPSG Editorial management of the Plan

In the discussion, it was agreed that

- An editor for the Plan would be useful to give consistency across all chapters. PA suggested that this was a role for SW of Locality? The need to identify someone and get a quote for the work was needed. A figure of £10,000 was put forward but it might cost less if the data had already been obtained. PA would start to identify someone who might perform this role.
- Content to the Plan would originate from the Forum.

051/12NPSG Budget allocations and financial matters

There was a need to have a budget of possible spend against the allocated budget of £20,000. An estimate of printing costs for the Plan had been obtained. It was agreed that TD would produce and maintain a draft budget together with a list of expenses incurred. An estimate for printing costs had already been obtained. The budget would be sent to WCC and call on as and when needed. A cost of £2,000 to supply data for the evidence base had been agreed by the Steering Group. No allocation from DPC funds had been requested or agreed to supplement the £20,000 allocated from DCLG to produce a Plan. It was agreed that WCC's use of further funding of £30,000 from DCLG should be clarified.

052/12NPSG Further matter arising.

The need to engage with Developers, agents and other stakeholders was recognized and accepted. Further discussion was needed on how to go about this. A suggestion at the last meeting was to initiate engagement through a briefing session.

NLB had established a relationship with The News which could be used in the future.

The role of the DVA and DNF during the examination of the Joint Core Strategy Part 1 was discussed. It was agreed that both organisations would attend, in their own capacities..

053/12NPSG Dates of Future Meetings

The next meeting of the Steering Group was agreed for Friday 7 December 2012 starting at 2.00pm in The Old School.

There were no other matters to discuss.

Meeting closed at 3.45pm

Copies to Attendees
 Forum and Steering Group members
 Parish and Ward Councillors
 NP website