

DENMEAD NEIGHBOURHOOD PLAN

Meeting Notes – Meeting of the Steering Group

<i>Date of Meeting</i>	Friday 7 December 2012 at 2.00pm in The Old School	
<i>Present:</i>	Cllr Neil Lander-Brinkley (NLB)	Cllr Kevin Andreoli (KA)
	Cllr Felicity Hull (FH)	Peter Ambrose (PA)
	Patricia Stallard (PS)	Jenny Nell (JN)
	Ken Scholey (KS)	Deb Appleby (DA)
	Gareth Bradford (GB) - DCLG	John Knight (JK)
<i>Notes taken by</i>	Tony Daniells (TD), Clerk to Denmead Parish Council	
<i>Next Meeting:</i>	Steering Group: Friday 7 January 2012 at 7.00pm in The Old School	

054/12NPSG Welcome and Apologies

NLB welcomed everyone to the meeting. He then introduced Gareth Bradford from the Department of Communities and Local Government (DCLG). Apologies were received from David Griffiths, Jim Kerr and Nicky Bowler.

055/12NPSG Notes of the last meeting

The notes taken at the meeting of the Steering Group held on 26 October 2012 were reviewed by NL-B, and the meeting agreed these as an accurate record of that meeting.

056/12NPSG Review of recent activity

1. Gareth Bradford from DCLG spoke to the meeting. He congratulated Denmead in getting thus far. He was the link officer for Upper Eden and their Neighbourhood Plan. Through their Plan, they had successfully challenged planning policy and were the first neighbourhood to be examined and be approved to go forward to a referendum. There are 300+ areas developing a Neighbourhood Plan, with 78 of these being formally designated, of which Denmead is one. Gareth related the main lessons learnt from those preparing plans at pre-submission stage. These were:
 - Focus on the areas important to a community
 - Think about how you would deliver the Plan
 - Keep an eye on the tests that will be used at examination. Upper Eden included a summary of how the Plan met the examination tests. These tests that will be used are documented.
 - Involve local businesses and land owners
 - Get young people involved in Neighbourhood Planning.
2. NLB gave an update on recent activity. No newsletter had been prepared for distribution in November but one would be prepared for distribution in December. Twitter had not seen any recent activity. GB suggested using the hashtag #neighbourhoodplanning as this kept related information in a central repository. NLB then gave an update on recent community engagement at the school involving parents and children. It was generally agreed that this engagement had been effective. Parents had spoken with one another and both parents and children had completed the wall chart. Further engagement would occur at the former Natwest premises on 19 & 26 January and 2 & 9 February 2013. Suggestions for themes for wall charts were a map with Monopoly houses as used by Bishops Waltham. The use of this space could be maximized with more than one theme on each day. Other ideas for further community engagement were to contact the older Scouts, and find opportunities to engage with the older generation. Examples of how this could be achieved were suggested.
3. Development placement. KA summarized recent activity. A call had been held with Una McGaughrin of URS and feedback on recent work was to use a RAG classification for development sites. Community facilities that could not be established elsewhere would be identified. Some sites had been eliminated and some criteria had been removed. The criteria used to assess sites should be robust enough to withstand any challenge. JN accepted that there were issues that could be addressed in the Neighbourhood Plan with placement. Whilst preferences may be emerging, she advised not ruling anything out at this stage. There was a need to consult and to marry up choices with need. If there was choices between multiple sites, let residents make that choice using the Monopoly pieces for example. GB advised setting clear parameters if allowing the community to make the choice.

Whilst Development Placement was the most advanced of the work groups, there was no definite date commitment to write this as a chapter of the Plan.

The question of engagement with Developers was also considered. The option to have a day where developers came and briefed the Forum on what they saw for Denmead at a conceptual level but without the detail and what they could deliver was an option that remained open. Developers were already in contact and wanting to discuss options. Ron Simpson of Uppingham had advice on engaging with developers. Helen Stewart at Thame was also a contact that might be able to help. GB suggested waiting for the Inspectors report from the recent examination of the WCC Core Strategy before making contact with developers.

NLB had updated the project documentation and copies were tabled at the meeting. This gave a checkpoint of progress with Work Packages. In summary, the progress to date was:

- a) Employers and Employment – a second Business Breakfast had been held. Employers were keen to input into the Neighbourhood Plan. Other points raised at the meeting were:
 - i. There was acceptance to start a business forum with a desire to improve communications between businesses and with residents. The parish Council could be pivotal in facilitating this.
 - ii. Local businesses were keen to employ local people
 - iii. Parklands had office space but no manufacturing capacity
 - iv. A need for startup units, and better transport was identified. DA would look to carry out a transport survey of employees at the start of January 2013.
- b) Recreational Facilities and Green Infrastructure – there was no update available. Cllr Richard Hallett had offered to help with this work package.
- c) Demographics and Housing – this work package had started. In response to a question, JN replied that sheltered housing would count as one unit/dwelling unless the accommodation was self-contained and then units would count individually
- d) Infrastructure – this work package had commenced. The repository was being reviewed for relevant information to this package and service suppliers had been written to asking if they had the capacity to support the number of new dwellings planned in the Plan timeframe.

057/12NPSG Editorial management of the Plan

GB was asked if it was acceptable to use URS/Locality to source an editor for the Plan and if part of the DCLG Grant could be used to fund this. GB was concerned with this as his Minister would consider that DCLG had already included this element of work in funding already bid for and allocated. PA clarified what the Forum believed the DCLG Grant funded as being for professional time and technical advice. The editorial of the Plan was over and above this. The need for a professional to edit the Plan was stressed, and whilst the Forum did not possess all the necessary skills or more importantly the resource, GB would take the issue away and come back to the Steering Group with an answer.

058/12NPSG Budget allocations and financial matters

An update to the Plan Budget was tabled at the meeting. WCC had now agreed how spend against the budget would be reimbursed to the Forum/DPC. The mechanism to drawdown finances from the grant would be agreed at the WCC LDF committee meeting on 17 December. NLB will attend and speak. JN confirmed that WCC would cover the costs of both the Examination and Referendum. JN also advised keeping some funds available for promotional material.

059/12NPSG Dates of future meeting

PA advised of two useful documents recently published by Locality.

- The Neighbourhood Planning Roadmap Guide and
- Quick Guide to Neighbourhood Plans

Locality will be running a Planning Camp in partnership with the Eden Project from 3 - 5 February 2013 in Bristol.

The next meeting was agreed for Monday 7 January 2013 starting at 7.30pm in The Old School

Meeting closed at 4.15pm

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