

## **DENMEAD NEIGHBOURHOOD PLAN**

### Meeting Notes

*Date of Meeting* Thursday 13<sup>th</sup> October 2011 at 6.30pm in the Old School  
*Present:* Cllr Neil Lander-Brinkley (NLB)  
Cllr Kevin Andreoli (KA)  
Cllr Felicity Hull (FH)  
Cllr Gren Phillips (GP)  
Cllr Patricia Stallard (PS)  
John Knight (JK)  
Peter Ambrose (PA)  
David Griffiths (DG)  
*Notes taken by* Tony Daniells (TD), Clerk to Denmead Parish Council  
*Next Meeting:* Tuesday 15<sup>th</sup> November 2011, 2.00pm, The Old School

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### **1. Notes of last meeting**

NLB asked if there were any comments on the notes from the last meeting. The name of the group was chosen to give it a separate identity from the Parish Council, although it had to have Parish Council involvement. NLB did not intend to make the meetings formal by agreeing and signing previous minutes.

### **2 Updates on Actions**

- i. Original submission to DCLG . This had been copied to all attendees.
- ii. Website. KA had set up the domain name of denmeadneighbourhoodplan.org.uk and had also registered the name of denmeadlocalplan.org.uk should it be required in the future.
- iii. Membership of Forum. NLB had made contact with businesses at Parklands and two of those had volunteered to be involved. One from Cougar Automation has been invited to the next SG meeting following the very positive response. A resident of Denmead who was also the Planning Manager at Southampton City Council had also expressed an interest in being involved. The local schools had been invited to participate, and a response was awaited.  
Faith groups in Denmead had been contacted and it was suggested that the Catholic Church should also be approached. Further suggestions of those groups who could be involved at some stage were: Health Centre; Neighbourhood Watch; the three Women's Institute groups; the Police; the local Veterinary Group; The Co-op, the pubs; the Scouts and local farmers.
- iv. Research. NLB had circulated documents from those groups that had already started a plan as frontrunners. After some discussion, it was agreed that
  - a. The Terms of Reference (ToR) from Lynton & Lynmouth were the best example with the method from Tattenhall & District being the best example of this. The Steering Group composition from Stratford gave a good example of the groups/individuals to be involved.
  - b. Whilst there was no clear or agreed definition of sustainability it was generally agreed that this should be included and the document circulated from Levett-Thrievell titled DIY SA:Sustainability Appraisal was a useful example of the method to follow.
  - c. Two further documents from DCLG had been forwarded by Jenny Nell. These were
    - i. An introduction to Neighbourhood Planning and
    - ii. Neighbourhood Planning Regulations :Consultation. Both of these documents would be distributed to the Steering Group by TD.

### **3. Terms of Reference**

NLB/PS/JK and PA would meet informally at a date to be agreed to draft ToR's and bring these back to the Steering Group (SG).

#### **4. Questions for Jenny Nell to put to DCLG Civil Servants.**

Jenny Nell would meet with DCLG on Monday 17 October along with others from the fourth wave of Frontrunners. She would ask any questions formulated by the SG. The following questions were agreed to be forwarded to Jenny Nell.

- a. As a rural community, Rural Exceptions Sites for affordable housing were an important issue and should be included in a Neighbourhood Plan. There did not appear to be any consideration of this in the documents reviewed. How did this fit in with a Neighbourhood Plan?
- b. Will Denmead get a link officer from DCLG and would there be opportunities to meet with that officer?
- c. Whilst it was accepted that Frontrunners were in new territory, were there any chapters or heading that should be seen in a Plan, and what was being looked for as things to be considered and included?

NLB would also be writing to DCLG with additional points regarding NPPF. These would be copied to Jenny Nell.

#### **5. Other items discussed**

- George Hollingbery MP would be invited to attend and speak at the launch event on 25 November 2011.
- Exclude the MDA and SDNP from direct involvement in the Plan but consider any impact upon them during the drafting of the plan.
- WCC would support and PS would contact the officers as needed. At this time, it was considered that support would be needed from the following: Planning; Spatial Planning; Strategic Housing; Landscape and possibly Environmental Health.
- There may also be a need to involve officers at HCC from Transport and Access and Education.
- The website of Lynton & Lynmouth was cited as a simple but effective example of a website.
- KA had set up an email address to allow the SG to communicate amongst its members. Anything sent here would be copied to all.
- WCC were experienced in commissioning outside consultants and could assist with this when the time came.
- It was requested that Denmead Resident's Action Group Green was also involved in the drafting of a Neighbourhood Plan.

#### **6. Next Meetings**

Jenny Nell would revisit Denmead on Tuesday 15 November at 2.00pm in The Old School, after her meeting with DCLG

The project would be publicly launched on Friday 25 November starting at 7.30 pm in the Community Centre. By this time, an outline of a plan to achieve a Neighbourhood Plan should be available for use at the launch.

Meeting closed at 8.00pm

Copies to      Attendees  
                    Parish and Ward Councillors