

Long Marston Neighbourhood Plan Steering Group Meeting

Tuesday 9th September 2018

*Present: Jo Cooper, Mel Bruce, Sam Daubney, Cassie Neville.
SDC Planning adviser Matthew.*

Meeting Notes

Apologies: Noel Davis, Doug Wright

1. Questions to Matthew on Noel's behalf regarding questionnaires

- Simon Purfield SDC – Performance consultation and insight management can provide complimentary session with the steering group. Simon works on questionnaires and consults to others for the same. He works at cost and has a data base of questions and responses used by and collected by other neighbourhoods in the past.
- Advice given by Simon regarding the level of engagement to be made with residents throughout the plan is currently being met following the fete. We can now move straight to the questionnaire that will be produced by the steering group with support from SDC and analysed and published by SDC.

2. Housing Needs Survey (HNS)

- Advised that the current HNS is due to be re-done as it was completed more than five years ago (2010). Advised by Simon that Sarah Brooke-Taylor is responsible for HNS's in the local area and that we may combine our HNS and Neighbourhood Plan Survey (NPS).
- John Gordon and Renata Moz were identified as having completed the last HNS on behalf of the Warwickshire Rural Council for HNS's.
- Advised by Simon that 4-5 questions addressing the HNS may be included in the NPS. A joint meeting with John and Sarah to be arranged for further discussion of same.

3. Advice sought from Simon regarding distillation of policies...

- Not a service offered by Matthew, rather we will need to look at each topic area to be covered in the plan and supplement these with the relevant policies. Matthew does have standard paragraphs to give context to what the NP can/cannot do. The final NP will have the policies as appendices and projects as a 'wish list'. Welford used two fonts to differentiate policies from their 'wish list'. The 'Wish List' being the preferred choices for development designs and locations.
- Matthew also re-iterated that traffic calming is not down to the SCC, it is highways.
- Street lighting does fall within the NP and Welford's NP was used as an example.
- Matthew also advised that an NP can be written without allocating sites for development. However, if 2-3 sites are identified as suitable/acceptable for

development and (meaning other sites are not) this will provide a better defence when the plan is consulted.

- Local green space designation is within the NPPF – the village can do site assessments and apply to classify areas as Designated Green Space (DGS) See the Greenbelt policy pp99-100. We can circle all of the areas that the villagers wish to be considered for designation as DGS. NB.
- Ownership is not a prerequisite for applying to have land designated as green space however land owners can appeal against it successfully (an application for Ettington football pitch to be DGS failed following the owner's appeal) The examiner may also modify the applications for DGS.
- SHLAR (?) – potential reserve site for development outside of the designated NP boundary. There has been 6.3 years' worth of housing / land supply recently released in the district. For example, there is sometimes development overspill into neighbouring communities and this may follow a geographical line into our NP boundary (criteria can be found on pp91-92 of the Core Strategy.) Therefore, all levels of development need to be considered when allocating areas of suitable/acceptable sites on the wish list as overspill will over rule the local Core Strategy.
- Matthew posed the standard question "Do we need an NP?" It takes 3-4 years to develop and the most up-to-date HN and Core Strategy need to be considered throughout the process. Planning consultants can be used for example Neil Pierce and this can speed up the process and make it smoother. It is also less politically controversial in the future.
- Questions to Matthew:
 - i. The use of consultants is being considered and at what point in the process they should be introduced ie. Before or after the questionnaire? Answer: After. The more local information we can gather for them the better.
 - ii. Also, a list of statutory regulations that the NP needs and what the sequence/ time requirement is for each? Answer: To be advised in due course

4. The Village Design Statement (VDS) can be adopted and used as an appendix to support the NP. The VDS is not a policy and holds no weight independently in planning decisions, however it adds weight when embedded into the NP as a design policy inclusion. Pictures used to support this section are very helpful.

5. Specialists

- Advised to focus on specifics – site allocations; DGS etc.
- SDC have tendered and engaged NP screening (proof reading applications?)

6. Funding streams

- My Community allocates up to £9,000.00 on a six-monthly basis (by locality)
- The Big Lottery fund provide grants from £300.00-10,000.00 to support communities, shape places/ spaces that matter to them and can also be accessed for projects and aspirations.
- There is no limit on what can be applied for or used toward completing the NP.
- Ian Green (SDC) can print maps and help with resources for NP.
- Liz Taylor is in ICT and can also help with SDC maps.

- Simon is technical support and will take responsibility from submission to adoption.

7. Chair's questions to Simon:

- With regards to two large developments nearby and school provision? –
Answer: Ignore future development of new schools as they are not part of this NP.
- What are the pitfalls recognised in other NP's?
Answer: NP's can become divisive. This can be minimised through early and consistent communication, for example documenting and communicating all steps taken and information shared, including as many views as possible.
- Top two pieces of advice...
 - i. Get a consultant on board from the beginning
 - ii. Communicate with LPA throughout (Simon) and look at the Core Strategy for any evidence or policy required.

Meeting with Simon concluded 20:30.

NP steering committee meeting continued...

Next steps:

- Update meeting with volunteers
- Plan agenda
- Put update in next news letter

Arrange meetings with:

- Volunteers
- Simon Purfield – Questionnaire (return by post or hand?) Need a design that will attract attention. How many per household? Should it be available online?
- Consultants

Updates:

⇒ Jo: Maps ongoing

⇒ Mel: Budget – Initially put as cost recovery after using our grant from (?). £2,000.00 grant available from the Parish Council (PC). Payment request to be raised to PC for hire of the village hall for meetings and future public engagement activities. Deprivation survey/ social housing need/ income per household etc in progress.

⇒ Invite Simon Purfield to 17th October meeting.

⇒ Ask around if other NP's have used lottery money.

⇒ Get bids in for questionnaire and report back within this financial year, then apply for funds for consultant in next financial year.

⇒ Website costs to be funded before it goes live and purchase request to be raised for domain name, which will last two years.

⇒ Sam:

Website: Longmarstonnp@gmail.com

For community input @longmarstonnp

Volunteers and social media to be explored

Actions arising

Jo

1. Volunteers invitation to 21st November
2. Get contacts from Noel (email?)

Noel

Telephone those without email

Sam

Set up Whats App

Next meeting

- Wednesday November 21st 7:30 Village Hall