

WEST MONKTON and CHEDDON FITZPAINE PARISH COUNCILS

Neighbourhood Plan Steering Group Meeting Tuesday 5th April 2016

Venue : West Monkton Village Hall

Time : 7.00pm

Minutes

1. Apologies

M Batsch, D Webber

2. Update on final Survey Returns

418 in total so far with a completion rate of 87%. Still a few at Sharp Cat, close the door finally on Friday 8th April, but continue to count numbers returned. Jo to arrange with Greg (Sharp cat) to return remaining hard copies to Tricia.

3. Schedule of comments in Surveys

Free field response requires plan of action – Jason has a couple of ideas of how to process once SM is closed. May extract comments into ‘Policy drafting sections’ onto separate spread sheets, for each group to use. Jason will do comments and section results by the end of April.

4. Vision

Present draft a bit too big – more embracing of Aims and Objectives, but will do as a working draft so that ‘policy drafting sections’ can get going. Ann would like to see the Vision and the Aims when they are done. First para of Vision is fine, then reduce content: see MP report, include some of UE masterplan 2011/sustainability/community/diversity. People need to have ownership of the Vision – have a ‘Vision’ exhibition (see below).

5. Mark Pollock updated Draft Report

‘Policy drafting sections’ should make their own arrangements to meet now and start planning their work load. Use MP draft executive summary and templates. Keep within terms of Vision statement/NPPF/Core Strategy/other strategy documents (check TD website/ask Ann Rhodes). Read SM results and MP Executive summary appropriate section. First draft of sections ready by end of April. Mark will come to individual sections to assist. Crucial that everything is substantiated by evidence (so find and quote the

policy/strategy/guidance/survey). In each group, it might be useful to have an 'information researcher'. Caution – do not exceed the brief! Masterplanning for the 3500 houses of the next stage of the Urban Extension will commence shortly: there is an opinion at TD that the NP could positively interface with that, not forgetting that the rest of the NP area needs to be considered too.

MP recommendations

1. There needs to be in place a Project Plan, so everyone knows the deadlines and who is doing what. MP has templates. (Planning Aid). Can use this to make the journey for the public to see.
2. There is a need to write an NP introduction and Neighbourhood Plan Area profile, take data from Census. Map out the approach to sustainable development, state what it means in terms of environment, economics, and social aspects. Include flooding/conservation.
3. Prepare a briefing pack for the 'Policy drafting groups' to be aware of consistency of approach. Use the template. Know what is expected of you and by when.

6. Preparation of Neighbourhood Plan

Add the CIL Regulation 123 list to the end of the Plan – it should evolve as the Plan is being written. Neighbourhood Plan could be built on in future reviews, (life of Plan will be coterminous with life of Core Strategy). Revision/review of the NP will take place during its lifetime, if a major section needs reworking then it could need another referendum.

Sub Committees

Identify 6 aims from the responses. Ask how and why and check submissions stay within policy.

Mini-consultations could be done on the back of other scheduled events.

SWOT analysis could be done with another event, or at an exhibition to show results of questionnaires, draft policy writing sections and general scheduling. Could collect feedback on questionnaire and consult on 'Vision' at the same time.

Ann Rhodes comments

Kelvin had met with Ann and certain elements of the sections were discussed. The management of Open Spaces will need to be agreed with developers at a very early stage in the planning process (check out Bovey Tracey). PC can bid for services under Localism Act 2011. To change existing management company needs 75% of residents to agree to change. Progress on Green Park (between Nerrols and Monkton Heathfield) is being made under guidance by TDBC, I Clarke, Landscape Officer.

Ann Rhodes would like just one point of contact not various people from the various 'Policy drafting groups'. She has provided a lot of links to other websites.

On flooding issues – the brooks themselves are the responsibility of the EA, she has flood risk maps. NP could highlight areas needing attention, use CIL money/developer input to improve the area. Attenuation could be an NP aim, that developer should contribute to attenuation.

On housing – Jo Humble has the data, and recent survey information. TD policy on social housing may provide for all requirements in the UE.

Requirement to use local materials/stone needs to be supported by evidence (Design Guide?)

Housing densities could be shown on a map – 10 houses per acre in rural, 20 houses per acre in urban.

Re-assessment of conservation areas – the question may have been misunderstood, so may be run another little poll (WM Website). TDBC N Pratt is the officer in charge.

The emerging SADMP policy will be ready within the month and will assist. See MP report.

TDBC P Bissap can advise on parking ratios, which will vary according to the size of the house. TDBC David Edwards can provide footpaths maps. Live work units tie into Core Strategy. Starter units – could be on the wish list for larger developments. Could support change of use in the industrial areas by means of policy (e.g. empty industrial unit on Crown Estate seeking permission to become a gym).

Recreation – could support Cricket Club by designation of club and grounds on the site they currently occupy in the NP.

UE is providing country park and football pitches. Future development will make provision for allotments and bats. The POS target is to allow 15sq mtr per 20 houses. TDBC Debbie Arscott is the officer in charge. NP could specify half size allotments (in Monkton Heathfield, Spital allotments are half size – garden allotments); NP could specify each allotment provided by developer to have a shed, for example; plus water and drainage.

There is a map of all trees with a TPO on them, maintained by TDBC D Galley, Tree Officer. D Galley can advise on definition of 'hedgerow'.

TDBC works with the Somerset Environment Office on ecology matters.

Ann is happy to meet again once the process has started, to advise and point in the right direction.

Completion target dates

Jason will get responses and sectional survey results done by end of month.

Kelvin will continue to work on the Vision and Project Plan by end of April.

Policy drafting sections will have met, read MP report and their survey results, and started to plan their 6 aims, by next meeting 10 May 2016.

Jo and Tricia will tackle the NP introduction and Neighbourhood Plan Area profile for next meeting.

Please progress work in between meetings by emails.

Flesh out Policy drafting sections by September.

Send in to TDBC by Christmas.

Aiming to attach our referendum to another ballot in TDBC possibly County Council elections in May 2017, if not before.

7. Grant Applications

Norman needs to know roughly how many hours Mark Pollock envisages, as there is a technical grant to cover his advice. Two claims per year can be made. Need to apply soon for the next 6 months.

8. Creech St Michael

Ann Rhodes has advised WMCF NP to go ahead with their plan and not to delay whilst CSM gets up to the same stage: she will talk to CSM.

Clerk had made two attempts by email to arrange a meeting with CSM. Spoke to CSM Clerk on the phone. They are following a different method for their NP, using consultants (Wright/Green/Young). Clerk at CSM invited members of WMCF NP to attend their next Parish Council meeting, when T Burton and Julie Moore will report on the UE of 3500 houses, and the plans for NP will be discussed. Chairman of CSM Parish Council is Ian Wright.

9. Budget

Need to sort out the project plan to be able to plan the budget for the next 12 months.

10.AOB

None

11. Date of next meeting

10th May 2016, at West Monkton Village Hall at 7.00pm.

Tricia Cavill

7th April 2016

