

# **Turvey Neighbourhood Plan**

## **Steering Group meeting notes 10<sup>th</sup> January 2018**

**Present:** Tony Smith, Russell de Ville, Jon Arrenberg, Paul Jenkins, Andy Richmond,

**Apologies:** Brian Morgan, Hazel Morgan, Stuart Lucas

**1. Notes of meeting held on 8<sup>th</sup> November 2017** - agreed for accuracy

**2. Matters arising**

2.1 Item 6 - Landowner/agent engagement

- DLP have been in touch offering a further meeting with Steering Group members to provide an update on their thinking in regard to potential development at Carlton Rd.
- Paul will arrange a date for a meeting with them, to involve Paul, Stuart and Andy as before.

**Action: Paul to arrange meeting with DLP**

**3. Finance**

- 3.1 Russell submitted the grant application in consultation with Paul as agreed at the last meeting. The application for £6,912 is based on estimated costs for 12 days consultancy plus expenses, including hire of meeting rooms and consultation activity, up to 31/3/18.
- 3.2 Russell has been in touch with Locality to ensure the grant application process is progressing. Indications so far from Locality are that they seem to be satisfied with our application and we are expecting them to confirm our grant allocation soon.
- 3.3 Russell and Paul had a conference call with AECOM to go through their screening interview for the Technical Fund application for specialist support to undertake site assessments. These will be carried out by independent professional consultants appointed by AECOM.

**Action: Russell to continue to keep in touch with Locality and AECOM**

**4. Consultancy Support / Review meeting**

- 4.1 Russell, Tony and Paul met with shortlisted consultancy organisations on 20<sup>th</sup> and 22<sup>nd</sup> November. It was agreed that the Urban Vision would be offered the role and they have accepted.
- 4.2 A Review meeting with the Steering Group was held on 18<sup>th</sup> December led by Dave Chetwin from Urban Vision. Key next steps agreed as follows;
- Business Survey to be developed by Steering Group and undertaken with local businesses.
  - Policy Map to be developed by Dave in consultation with Steering Group and then incorporated into the NP template.
  - General Evidence section to be developed by Steering Group members. Dave will put forward a structure for this section of the plan
  - Site selection criteria drafted by Steering Group to be reviewed by Dave, revised as necessary, then put forward for consultation with local residents (workshop and/or

drop-in). Revised criteria will be presented to AECOM to support their site assessment process.

- Site Assessment - progress Technical Fund application with AECOM.
- Phone conference with the local planning authority to take place (Dave and Paul) soon to establish dialogue with them on the development of the plan and to discuss issues identified at Review meeting.

***Action: Steering Group to identify action needed to progress these items - see agenda items below***

## **5. Evidence Gathering**

5.1 The structure proposed for the General Evidence section was reviewed and members agreed to split initial drafting as follows;

- Strategic Context - Russell
- Socio Economic, Land Use, Housing - Paul
- Community Facilities, Land & Property, Infrastructure - Tony
- Environment - Andy

***Action: work on drafting these sections to be completed by the end of February***

## **6. Policy Mapping**

6.1 Draft Policy Map provided by Dave discussed. Structure and content agreed as a helpful and practical way forward. Paul will feedback that the Steering Group are supportive of Dave's proposal to incorporate this into the NP template.

***Action: Paul to feedback to Dave***

## **7. Site Selection Criteria**

7.1 Dave has offered revisions to the draft criteria developed by the Steering Group and discussed at the last meeting. The revisions provide a fuller range of issues that need to be included and have been based on Dave's advice about how to differentiate policy and site selection criteria matters appropriately.

7.2 Agreed to put forward updated draft criteria for consultation with local people.

***Action: Steering Group to plan consultation process for draft site selection criteria***

## **8. Communication & Engagement**

8.1 Proposed that a sub group should be established to plan the next phase of consultation which needs to include the Business Survey, Site Selection Criterial, overall aims and policy areas under consideration.

8.2 Jon, Tony and Paul agreed to form the sub group

***Action: sub group to develop and deliver Business Survey and to bring proposals for the next phase of consultation activity to the next meeting***

## **9. AOB**

10.1 Katharine Partridge has resigned from the Steering Group because of pressure of time on her activities which are split between Turvey and her home in London. Katharine has been thanked by the Steering Group for her contribution in helping to establish the Steering Group.

**10. Date of next meeting - 10<sup>th</sup> January 2018 @ 7.30 pm Boys Club Room, Village Hall**