

# **Turvey Neighbourhood Plan**

**Steering Group meeting notes  
19<sup>th</sup> July 2017**

**Present:** Tony Smith, Brian Morgan, Andy Richmond, Katherine Partridge, Russell de Ville, Stuart Lucas, Jon Arrenberg, Hazel Morgan, Paul Jenkins

**1. Apologies** - none

**2. Notes of meeting held on 6<sup>th</sup> June 2017** - agreed for accuracy

**3. Matters arising**

3.1 Item 4 - Publicity/Launch event

- Newsletter/Survey produced and distributed with Turvey News
- 29 responses so far – analysis to be reported back later on the agenda

3.2 Item 7 - Meeting with Borough Council Planning Team

- Hazel, Tony, Russell and Paul met with Paul Rowland, Assistant Director and Sonia Gallaher, Senior Planning Officer at Borough Hall on 27<sup>th</sup> June
- Paul Rowland emphasised the need for effective community engagement at every stage of the plan
- Also that all land use related policies must be supported by appropriate evidence
- Sonia Gallaher explained that certain types of support could be offered by the Council; BRCC are contracted to provide practical support on community engagement and some practical matters, particularly helping learn from experiences elsewhere in the Borough; the Council can help with accessing maps for exhibition displays and teams can benefit from the Council's OS license
- Paul Rowland advised that in order for the Turvey Neighbourhood Plan to be recognised as taking responsibility for managing allocations when the Borough Local Plan comes into effect we would need to demonstrate substantial progress when the Borough Local Plan is examined in Autumn 2018
- Paul Rowland explained that the Council does not provide any direct funding to NP Teams but funding is made available by the Dept of Communities & Local Government (DCLG) through 'Locality'. A grant of £9,000 is available - full details about terms, conditions and how to apply for funding can be found on the 'Locality' website

3.3 Item 7 - Contact with other local NP Teams

- Paul has contacted Parish Clerks for Stevington and Oakley Parishes to identify NP Team members willing to share their experience of working on neighbourhood plans; Tony Atkinson preferred to discuss by phone and identified some of the most effective ways they had found worked for them in terms of consultation and consultancy. Mandy Jauncey from Stevington PC is willing to meet with Turvey team members; Paul and Jon are arranging a date with her.

**Action: Paul and Jon to arrange to meet Stevington NP Team member**

3.4 Item 8 - Future meeting venues

- Paul to check with Gill Wiggs regarding status of Steering Group meetings in terms of whether they are public meetings which should be open for the public to attend – in which case suitable venue such as Boys Room will need to be booked.

**Action: Paul to seek advice from Gill Wiggs**

#### **4. Draft Terms of Reference (attached with agenda)**

- 4.1 Draft Terms of Reference were attached to the agenda for consideration.
- 4.2 It was emphasised that it was important to have a clear agreement with the Parish Council regarding the level of delegation afforded to the Steering Group and the accountability to the Parish Council for the way the plan is developed.
- 4.3 It is essential that the Parish Council are kept up to date and consulted about significant steps as they are being taken.
- 4.4 The draft ToR were agreed for submission for consideration by the Parish Council

***Action: Paul to put draft ToR forward to the next Parish Council meeting***

#### **5. Finance / appointment of Treasurer**

- 5.1 Discussed need for a Steering Group member to take on role of Treasurer. Duties to include; developing a budget to cover anticipated costs associated with undertaking the plan, applying for funding, linking up with Parish Clerk to action spending on agreed Neighbourhood Plan expenditure.
- 5.2 It was proposed and agreed that Russell de Ville agreed will take on this role

***Action: Russell to look at available funding and draft a list of predicted expenditure and report back to next meeting.***

#### **6. Secretarial Support**

- 6.1 Agreed to keep need for secretarial support under review as the work progresses.

#### **7. Draft Project Plan (attached with agenda)**

- 7.1 Paul has drafted an initial project plan. At this stage it shows some of the important early tasks that have already been completed and the key stages that need to be addressed in the development of the plan towards formal submission.
- 7.2 Project plan to be updated for the next meeting and presented to the Parish Council at the meeting in September 2017.

***Action: Paul to update project plan for next meeting***

#### **8. Developing the Plan**

- 8.1 Identifying issues and themes
  - The survey distributed in late June was intended to develop the themes and issues to be used as the focus of the plan.
  - The response so far with 29 responses is disappointing but did show a great deal of commonality amongst respondents about the things that people value about the village; i.e., the countryside/local environment, friendliness and community spirit, local shops/facilities, events/social activity, also things that are not so good and would be good to change; i.e., traffic, speeding, congestion, parking, condition of roads and pavements, lack of affordable housing
  - In regard to the most common areas identified as being not so good and need to change (traffic, speeding, congestion, parking, condition of roads and pavements), team members considered that whilst these were legitimate areas of concern, they were not necessarily areas that could be effectively addressed with the Neighbourhood Plan
  - Clearly the issue of affordable housing should be a key theme in the plan
  - In terms of the things identified as most valued by residents (the countryside/local environment) most neighbourhood plans include key themes looking at matters associated with the environment, heritage and conservation and they represent a set of

issues that team members consider should be included and addressed within a plan for Turvey

- It was agreed that the team would propose that the focus of the plan for Turvey should be i) local environment, heritage and conservation ii) housing development.
- In view of the fact that housing is the key issue for the plan it was agreed that the team should prioritise activity in this area to develop further understanding of local need and options for meeting these. This will involve; reviewing the evidence we already have, identifying where and how the evidence for local need can be further developed, identifying policy areas that need to be explored and addressed to create the context for the way that housing can be developed to best meet the needs of Turvey residents.
- Landowners and their agents will be key partners in understanding what can be delivered and we need to get an early understanding of their intentions and aspirations.
- Some group members stated that they were not fully familiar with the sites submitted to the Council. It was agreed that we should hold a session at the earliest opportunity where members would be able to view the sites.
- The next stage would be to invite landowners/agents to meet members of the team to put forward and discuss their views about the nature and scale of development they wish to deliver on their land

***Action: i) meet on 24/7/17 at Paul's house to view submitted site plans ii) set up opportunities for landowners/agents to meet members of the team to put forward and discuss their views about the nature and scale of development they wish to deliver on their land***

## 8.2 Community Engagement

- Although the response to the initial survey was disappointing in terms of numbers of returns, they did provide some useful indicators of the issues that residents consider require attention. It was agreed that further attempts would be made to prompt further responses by posting on Turvey News facebook and by emailing residents through local organisations mailing lists where they are willing.
- Following further work on the proposed issues and themes, consideration to be given to how we can most effectively engage community interest in getting more actively involved in submitting views and opinions about the areas of focus for the plan

***Action: Paul to post on Turvey facebook and email resident members of local organisations to prompt further responses to the initial survey***

## 9. Date of next meeting – 13<sup>th</sup> September 2017, 7.30 pm venue to be confirmed