

Turvey Neighbourhood Plan

Steering Group meeting notes 27th September 2017

Present: Tony Smith, Brian Morgan, Andy Richmond, Russell de Ville, Stuart Lucas, Hazel Morgan, Paul Jenkins

1. Apologies - Katherine Partridge, Jon Arrenberg

2. Notes of meeting held on 19th July 2017 - agreed for accuracy

3. Matters arising

3.1 Item 3.4 - Venue and status of SG meetings

- Paul emailed Sonia Gallaher Borough Council, Planning Policy Team and Sonia advised that it was good practice to publicise Steering Group meetings and accommodate any members of the public who may wish to attend but this is not a formal requirement

Action: meetings to take place at the Boys Room and dates advertised on the PC notice board and website. Tony to book the room and put dates on the notice board for the next 12 months.

3.2 Item 4.4 - ToR submission to Parish Council

- ToR put forward to the Parish Council meeting on 27th July and were agreed without any changes

3.3 Item 7.2 - Project Plan update

- Subject to discussion at Item 8 on the agenda regarding consultancy support it was agreed that the Project Plan should be updated following consultant input.

3.4 Item 8.1 - Update on landowner/agent engagement

- Brian has emailed agents for landowners who have submitted sites to the Council and invited them to meet with SG representatives to share their thoughts and aspirations for development on these sites. So far 4 agents have responded positively and the agents for the owners of property at Bamfords Yard and Mill Rise, Newton Lane have been in touch expressing an interest in meeting members of the Steering Group. Brian will follow up agents who have not yet responded.
- Andy and Stuart agreed to join Paul in meeting agents. Paul to coordinate dates and issue invitations.

***Action: i) Brian to follow up agents who have not yet responded
ii) Paul to arrange dates with SG members and agents***

3.5 Item 8.2 - Survey responses

- A total of 53 survey forms have been returned with views expressed maintaining a great degree of consistency with the first batch of forms received (updated analysis provided with the agenda)
- It was agreed that the additional responses confirmed the decision taken at the last meeting that the themes to be developed for the plan should be protecting the environment and developing appropriate housing to meet the needs of the village.

4. Finance (Draft budget attached with agenda for discussion)

4.1 Draft budget from Russell attached with agenda.

- 4.2 The PC have earmarked £6,000 from the PC budget to support neighbourhood planning activity. Russell reported that it is anticipated that we will be able to access DCLG funding of £9,000 for general costs as well as an additional £6,000 from a 'technical' fund. The technical fund is targeted mainly on site assessment activity and Russell said that he understands that this appears to be provided 'in kind' for these services.
- 4.3 The main expense associated with the development of the plan will be the costs of engaging consultancy support. The estimates in the draft budget need to be reviewed once we have quotes from prospective consultant companies.
- 4.4 Draft budget to be used as a guide and to be updated as consultancy costs become clear.
- 4.5 SG to work within the DCLG funding as far as possible and to use PC funding as back up if required. The PC funding allows support for immediate costs associated with any hire of the Boys Room for meetings as well as any consultations and exhibitions that need to be carried out before the grant funding is secured.

Action: Russell, Tony and Paul to form a sub group to identify suitable companies from whom to invite quotes for consultancy services. Quotes to be circulated to SG members at the earliest opportunity with a view to selecting a consultant before the next meeting. Parish Council to be consulted.

5. Plan Development - Mapping the Policy Pathway

- 5.1 Brian had circulated a discussion paper which explores the policy development process and feeds in the key themes identified from recent consultation (Rural Environment and Housing Development) that we propose should shape the focus of the plan.
- 5.2 Brian drafted a set of Aims and Goals for the plan as follows;
- To provide existing and future residents with the opportunity to live in a decent home.
 - To minimise the impact of new development on the surrounding countryside, landscape, and ecosystems.
 - To reduce harm to the environment by seeking to minimise pollution and reduce road traffic congestion.
 - To maintain the character and vitality of the village.
 - Protect our community assets
- 5.3 The above Aims and Goals were accepted as a useful initial statement of what we believe the plan should seek to achieve.
- 5.4 A wide ranging discussion followed exploring the range of issues and actions that need to be addressed. Some of the matters discussed were relevant to items 6 and 7 as noted below.
- 5.5 It would be useful to have a blueprint for the overall structure of the plan before starting on any drafting in a substantial way.

Action: Brian and Paul to look at options to develop a blueprint for the overall structure of the plan

6. Housing Policies

- 6.1 Stuart has been researching the way other Parishes have been drafting policies. A variety of approaches are evident. Policies need to be evidenced based and support from a consultant with planning policy expertise/experience is probably essential in order to ensure that our approach to policy development is robust and meets legal requirements.
- 6.2 Consultancy support discussion noted under item 8.

7. Local Environment theme

- 7.1 This theme could include consideration of what the plan needs to set out in terms of a stock take of assets of value in the village eg., for the 'environment' theme a description of the key features of Turvey in terms of heritage, landscape and biodiversity to set a baseline of what residents value. Then use this baseline as a starting point for an evaluation of threats and opportunities, leading on the development of policies designed to manage threats and positively exploit opportunities and, as stated in the draft aims/goals "maintain the character and vitality of the village". **(Comment: maybe this could be the key aim of the plan with the addition of 'maintain and enhance'?)**
- 7.2 Some early work could begin on these sections if any SG members have the time and interest to do this. Andy is interested in the heritage elements of the local environment and there is a possibility that the newly formed Turvey History Society would be willing to do some drafting of this area and be guided by Andy on what we need. Paul is interested in developing the landscape element of this theme. A resident on the Green has expressed an interest in contributing to section on biodiversity.

Action: Andy and Paul to give more thought to the possibility to start some work on drafting the heritage aspects of the theme with input from Turvey History Society. Paul to have further discussion with the resident interested in biodiversity.

8. Consultancy Needs

- 8.1 It was agreed that we should take steps to identify suitable organisations/individuals to provide the SG with expert advice and support with progressing the development of the plan.

Action: Tony, Russell and Paul to form a subgroup with the aim of identifying consultancy providers and inviting bids for consultancy services

9. Apple Pressing Day – Promoting Awareness of the Plan

- 9.1 Hazel offered to develop material for a display at Apple Pressing Day. This event has been very successful in recent years in attracting a lot of support from local people.
- 9.2 The purpose of the display will be to promote awareness and interest in the Neighbourhood Plan with residents. SG members intending to go are welcome to support the display.

10. Date of next meeting – 8th November 2017, 7.30 pm Boys Club Room