

## Notes from Neighbourhood Plan Steering Group Meeting

### Parish Council Offices – Aston Clinton

**24<sup>th</sup> November 2016 at 09:00**

Present: Colin Read, Lesley Ronson, Roisin Stewart, Marion Mason, Liz Tubb, Ed Peile, Tony Winterbottom, Peter Wyatt  
Elaine Barry (assistant Clerk and minute taker)

	Item	Action
1	<p><u>Project plan update</u></p> <p>Ed Peile updated the group with the project plan. Risks and actions were identified and agreed upon as follows:</p> <ol style="list-style-type: none"> <li>1. Risk – need to ensure that we are aligned with the local planning authority and make a note of all LPA contact and any difficulties we have had.               <ol style="list-style-type: none"> <li>a. Assistant Clerk to draw this information together.</li> <li>b. Colin Read to speak to AVDC regarding the Health topic</li> </ol> </li> <li>2. The assistant clerk was asked to add to the supporting documentation the ‘housing survey’ produced by the Parish Council in 2011/12</li> <li>3. Colin Read and the assistant clerk are to ensure that all community stakeholders and statutory stakeholders are identified.</li> <li>4. Call for additional skills and volunteers needs documenting along with the joining and resigning of members throughout the process. Liz Tubb volunteered to look back through previous minutes.</li> <li>5. ‘Guidance on scope of evidence gathering, sources and methodology from consultant’ – evidence of support from the consultant J Lampert to be documented.</li> <li>6. Targeted sectors of the community need to be documented. All who have met community groups to email the assistant clerk with the following information - who, when and what was said.</li> <li>7. Production of additional evidence – need a rationale for housing needs survey and why we did not need to do one.</li> <li>8. Call for sites – covered from HEELA and Questionnaire. Also, a developer had approached the group re brownfield sites within the village and would like to meet to discuss. The Group agreed that this would be appropriate under the call for sites and Liz Tubb would respond to arrange a date to meet.</li> <li>9. The assistant clerk had sought clarification from the consultant J Lampert on the following:               <ol style="list-style-type: none"> <li>a. ‘Develop draft Sustainability Appraisal matrix and indicators on the requirements for both’</li> <li>b. ‘Request determination of need for a SEA’</li> </ol> <p>With the following response:</p> <p><i>“Both of these items will need to be considered once the steering group have identified the intended contents of your draft neighbourhood plan. It is only when you know the overall details that you would then be able to ask the questions for yourself and to be checked/discussed with the</i></p> </li> </ol>	<p>EB CR EB</p> <p>CR/EB</p> <p>LT</p> <p>EP/RS</p> <p>All/EB</p> <p>TW/consultants</p> <p>LT</p>

	<p><i>Local Planning Authority as to whether:</i></p> <p><i>a) the details of development proposals say for housing sites or business uses are of such a size and scale that a sustainability appraisal is required. You would also be deciding/agreeing with the Council the nature of any matrix for assessment. If proposed developments are quite small it is unlikely that a sustainability appraisal would be required.</i></p> <p><i>b) Whether any aspects of the proposals within your draft plan are such that they require a more formal SEA. Some times this is needed when a proposal of the neighbourhood plan happens to be next to a site of major scientific interest such as a RAMSAR site..or within a national park.. . but again you would have a discussion with your Local Authority and seek a confirmation from them about the need for such an examination, when the details are known."</i></p> <p>10. Regulation 14 – was read to the group as follows and it was AGREED that the consultants should be asked to do a pre-check before submission to ensure compliance:  <i>"14. Before submitting a plan proposal to the local planning authority, a qualifying body must—</i>  <i>(a)publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—</i>  <i>(i)details of the proposals for a neighbourhood development plan;</i>  <i>(ii)details of where and when the proposals for a neighbourhood development plan may be inspected;</i>  <i>(iii)details of how to make representations; and</i>  <i>(iv)the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;</i>  <i>(b)consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and</i>  <i>(c)send a copy of the proposals for a neighbourhood development plan to the local planning authority."</i></p> <p>11. All relevant bodies must be notified before final submission</p>	<p><b>LT/EB/Consultants</b></p> <p><b>CR/EB</b></p>
2	<p><u>Traffic Survey</u></p> <p>The group AGREED the allocation of further NHP funds for the further work required by the traffic consultants to update the traffic mitigation plans in line with the feedback from the October and November exhibitions</p>	
3.	<p><u>Display Boards</u></p> <p>It was AGREED that there would not be a separate board for the proposed 'Woodlands' development but that it would be mentioned on the general Housing Board.</p>	
4.	<p><u>Marketing – update and anything outstanding</u></p> <p>The event would be advertised as follows:</p>	

	<ol style="list-style-type: none"> <li>1. Notice in Village Life</li> <li>2. Email to be sent to community groups</li> <li>3. Email to be sent to attendees of last event</li> <li>4. Leaflet drop to all residents and businesses</li> <li>5. Posters around village</li> <li>6. Aston Clinton Parish Council Facebook and website</li> <li>7. Everything Aston Clinton Facebook site</li> </ol>	
5.	<p><u>Roster of volunteers</u></p> <p>The assistant clerk took a note of each member's availability and would email the group a roster for the day.</p>	<b>EB</b>
6.	<p><u>Evidence papers</u></p> <p>It was AGREED that the assistant clerk would resend the templates for completing the evidence papers and a deadline was set for 3<sup>rd</sup> December.</p>	<b>EB All</b>
7.	<p><u>Drafting the plan</u></p> <p>The group discussed the fact that the housing part of the plan should come first and the rest was to follow from here.</p> <p>Ed Peile offered to send a draft map to the group to start filling in their bits.</p>	<b>TW  EP/Topic Heads</b>
8.	<p><u>Consultation Statement</u></p> <p>It was AGREED that Ed Peile, Rosin Stewart and the assistant clerk would meet to start work on the consultation statement.</p>	<b>EP/RS/EB</b>
10.	<p><u>A.O.B</u></p> <p><b>Assistant Clerks hours:</b> The group recognised that there would be a lot of extra work required from the assistant clerk over the coming months and it was AGREED that Colin Read and the assistant clerk would discuss the possibility of her increasing her hours until the Neighbourhood plan was complete.</p>	<b>CR/EB</b>