

## STEWKLEY PARISH NEIGHBOURHOOD PLAN

### MINUTES OF A MEETING OF

### 2017 STEERING GROUP MEETING

MONDAY 10 APRIL 2017 AT RED BARN FARM

#### Present:

Neil Dickens (ND) – Chairman  
Jenny Wodey (JW) – PC Chair  
Paul Smith (PS) – PC Deputy Chair  
Margaret Burgess (MB) – PC Councillor  
Andrew Pryke (AP) – PC Councillor  
Janette Eustace (JE)  
Steve Nicholl (SN)

ITEM	ACTION/DECISION
<b>1</b> <u>Apologies for Absence:</u> Gill Morgan	
<b>2</b> <u>Minutes of meeting on 7 March 2017.</u> There were no objections to the minutes and actions/decisions were considered in the next item.	
<b>3</b> <u>Matters Arising &amp; Actions to be taken.</u>	
a. <u>Membership and SG Secretary.</u> JE declined the post of secretary; SN would continue to provide minutes <i>pro tem</i> . On further membership, there were a number of options: comment forms submitted at or after the 11 Mar Exhibition gave a good insight into the interest and analysis of authors who would make good contributors. JE had contact with a group of interested “young mothers” who would add a valuable fresh perspective.	<u>Actions:</u> ND to review comment forms. JE to sound out a member of the “young mothers”.
b. <u>Letters to those leaving the Steering Group.</u> A letter for Beth, who has now finished SG work is the last outstanding letter. ND will complete shortly.	Action completed.
c. <u>Research into number of homes required.</u> This was an action in preparation for 11 Mar. (A	Action completed.

further action on mix of housing for Soulbury Road/Site 15 is at Item 6 below).

- d. Update on DropBox and web site documentation. Although there have been recent access issues, this action is essentially complete. Action: Completed but .. JE will help Natasha sort access issues.
- e. TORs circulation and signature. Signatures completed in the meeting. Action completed.
- f. Changes & Approval of Documents for 11 Mar. Action completed.
- g. Other supporting documents required.
  - i. HELAA. Action completed.
  - ii. Overview of how recommendations will be taken forward. Deferred to Item 10.
- h. Role and purpose of NP Facebook page. Action (SN) has been completed but there was a need to clarity on who would respond (if required) and how. Decision: All posts should get a “thank you” and referral to FAQs. FAQs need to be updated rapidly for this to work!  
Action. GM (but JE & AP in her temporary absence).
- i. Improving NP webpages. Action completed where documents can be found. Further work on FAQ section on-going. (cf immediately above).
- j. Communication Strategies other than Social Media. Actions from previous meeting (commentary on 11 Mar Exhibition in time for the April Grapevine deadline) were completed. However, there is an exactly analogous requirement to provide an update in time for the May Grapevine deadline! Action: ND, PS and SN to meet and analyse the full feedback from 11 Mar Exhibition and on-line data. [Now planned for Monday 17 Apr].
- k. Paul Jobson. A revised contract has now been agreed and just needs signing. Action: JW to sign.

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| l. <u>Email from NB dated 3 Mar 17.</u> This is partially OBE (Overtaken By Events), including village response to the 11 Mar Exhibition – to be confirmed by analysis session 17 Apr.  | Deferred to next meeting.  |
| m. <u>Completion of Open Spaces research.</u>   | Action completed but see Item 5 below.                                       |
| n. <u>Staffing of 11 Mar 17 Exhibition.</u>   | OBE  |
| o. <u>AOB – End of year finance flexibility.</u> JE explained that this was something of a non-issue. An end of period statement must be completed and unspent monies returned but we can resubmit for those returned funds which will (almost?) automatically be approved. | <u>Action:</u> JE to work with Parish Clerk to ensure continuity of funding. |

**4 Early Observations on Residents’ Comments on Sites/Policies.**

SN gave a brief overview of the site returns to date (forms are still being returned in some numbers). Well over 370 individual site comments have been received so far. Whilst “votes” for and against many sites are either almost equally balanced or in statistically insignificant numbers, some meaningful indicators are emerging.

<u>Agreed</u> the output will be only an <u>indicator</u> , to be weighed with other reports and policy issues.	<u>Action:</u> All
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<u>Agreed</u> analysis should be completed as soon as practical after the posted 15 Apr deadline.	<u>Action:</u> ND, PS and SN at 3j above.
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<u>Agreed</u> that Steering Group and PC members have the right to submit comment forms if they wish.	<u>Action:</u> All
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**5 C&H Draft Policy 1 Open Spaces – Church Yard.**

ND had produced a paper on the subject (not seen by all). There are a number of possible interpretations of Open Spaces. In particular, does Open Space for NP purposes only apply to public land? The Church Yard is private (it belongs to the Church Commissioners, administered through the Diocese). AVDC has a much more inclusive definition, focused on “loss or reduction of recreational, conservation, wildlife and amenity value” . However, their policy on Open Spaces is much more flexible than our draft policy: planning is to be “mindful of loss or reduction ...”

Agreed that we should use the AVDC definition of Open Space.

Agreed the Church Yard should be included as Open Space.

Additionally, AP and the Housing Group have generated a map of Open Spaces, rating the spaces 1 to 4. This carries an implication that, at least, our Open Spaces policy could consider more flexibility for some classes of space.

Action: AP to circulate a picture of the Open Space map.

Action: All to review for completeness and to consider possible policy ahead of a future meeting.

**6 Update on Soulbury Road Site.**

AP presented an analysis of the numbers of various types of houses in the 67 proposed at Soulbury Road to meet the views expressed in the village survey. Views in that survey were sought 5, 10 and 20 years into the future and there was discussion on which set of figures should be the focus of the Soulbury Road build.

Decision: target data for the build to be discussed at the next NPSG meeting.

**7 Update on 66 High Street North.**

ND provided an update. The site has been purchased and an Olney-based builder is in position. However, the original plan, for 14 homes (of the types shown in the planning submission), still stands. However, it is not clear whether an earlier offer of a donation to the village still stands (it could help fill an important hole in Pavilion extension funding).

Action: ND to approach Jill Scott and John Grace.

**8 Green Spaces Review.**

Effectively covered under Item 5 above.

**9 Recreation Information.**

Although no formal report has been submitted by the Recreation Working Group, JE is aware of work that has been done.

Action: JE to present a summary of work achieved on recreation.

**10 Recommendations to Parish Council on Sites.**

The Steering Group should provide recommendations to the PC. However, as indicated at Item 4 above, the comments received will only provide indicators and, moreover, may be subject to considerable debate on the value of each comment. It was agreed to have initially a Saturday Workshop with SPC and NPSG to consider all aspects of the potential sites. Nevertheless, the NP is important PC work and an update will have to be

provided at the Annual Parish Meeting (15 May at 7 for 7.30 pm). We also need to consider the merits of further consultation or exhibition.

Decision 1: We should hold a joint SG and PC Workshop, ahead of the June PC meeting.

Action: JE/Parish Clerk to conduct a Doodle Poll on dates for an SG/PC Workshop.

Decision 2: At the Annual Parish Meeting, we should present what we have done, where we are and give an explanation or outline draft of the plan.

**11 Drafting of Neighbourhood Plan.**

Paul Jobson is being employed to help write a succinct, simple plan in plain English with good use of graphics. Whilst he will, of course, need to draw on inputs and knowledge from PC, SG and WG members, word-smithing cannot be done in large groups.

Decision: ND, GM and JE should act as Jacobson's initial contacts for plan development.

**12 AOB.**

AVDC has called for "Community Engagement" on infrastructure plans and monies –s106 or CIL – but in a timescale that effectively precludes wider engagement!

Decision 1: We should seek a deferment of the AVDC deadline if at all possible.

Action: ND

Decision 2: In the event that a deferment is not given, we must plan for developing infrastructure enhancements to the original deadline. Best community engagement in the time available would come from consultation with NP Working Group chairs.

**13 Date & Time of Next Meeting.**

Monday 8 May 2017 at **7.30pm** at Vicarage Farm.

SM Nicholl  
11 Apr 2017