

STEWKLEY PARISH NEIGHBOURHOOD PLAN

MINUTES OF A MEETING OF

2017 STEERING GROUP MEETING

MONDAY 12 JUNE 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
Gill Morgan (GM) – PC Councillor
Andrew Pryke (AP) – PC Councillor
Laraine Chappell (LC)
Janette Eustace (JE)
Emma Gavin (EG)
Steve Nicholl (SN)

ITEM

ACTION/DECISION

1 **Apologies for Absence:**

None

2 **Minutes of the meeting on 8 May 2017.**

The minutes had been circulated and there were no comments. The final minutes to be forwarded to GM and Secretary to the PC (together with the Agenda for this meeting.

Action: SN (Complete)

3 **Matters Arising.**

- a. Booking the Village Hall. (Item 4d, Minutes 8 May)
To be covered under Agenda Item 7 below.
- b. HELP Policies. (Item 6, Action 1). Site specific policies are in process but depend in part on individual site owner/developer plans. Site 20 has produced a plan for 16 homes (vice the expected 8) in 2 rows of 8. This was felt to break the village linearity. Site 22 (The Orchard) has plans for 7 houses but in an odd layout that certainly provides off-road parking but again produces additional depth away from the road, against the village

Action: AP and HELP

- character. Site 23's plan for a single row of 7 terrace houses with gardens and parking behind was felt to be entirely in keeping with village expectations. Group to continue development of site policies.
- c. HELP site recommendations. (Item 6, Action 3). AP had presented positive recommendations for 11 sites (in addition to the 2 approved in principle by AVDC – Site 12/66 HSN and Site 15/Soulbury Road). One site (Site 3) had not had a positive or negative recommendation and was annotated “Review Again” in the presentation. Site 3 reviewed again at Item 6 below.
- d. Presentation of recommended sites to SPC. Covered in Item 3c above and Item 5 below.
- e. Site 51 trees – AVDC advice. (Item 6, Action 4). Site 51 includes some impressive but old chestnut trees. Their health could alter the site specific housing policies. AVDC no longer has a “tree officer”. However, an expert survey has been carried out on behalf of the landowner. NPSG chairman has unfortunately not yet seen the report due to the owner's recent illness. Action: ND to inform AP/HELP Group of the tree report recommendations when available.
- f. NP presentation to Village Annual meeting. (Item 7 Action). ND had presented a monthly review to the Annual Meeting as agreed.
- g. Working Group final policies and recommendations. (Item 8c, Action 1). Final reports, together with policies and recommendations updated as required, had been received from all working groups except HELP (in line with 3b and 3c above). For presentation at the 11 March exhibition, policies and recommendations had been shown separately to their ‘parent’ reports. This was making management of the website unnecessarily complex. Decision: policies should not be shown separate from reports (at least until the Plan is finalized). Action: GM & Sec PC
- h. Open Spaces Report. (Item 8c, Action 2). The Open Spaces report had been circulated. Comments from JE and GM have been input. An issue remains over the moated site on private land on Mursley Road. Jill Scott (Chair of the Local History Group) was likely to provide the best available advice. Action: JE
- i. Community Land Trust. (Item 8d, Action 3). After discussion with David Lett, AP now has a draft on Action 1: AP to

CLTs but the issue needs both a champion and an accountable organisation to take responsibility for what would be large sums of money.

circulate the draft.
Action 2: All to consider options for champion/accountable organisation.

- j. NP Infrastructure Return to AVDC. (Item 5, Minutes 8 May). JW reported that the return had been sent by the PC.

4 SPC decision on sites to be included in the NP.

Stewkley PC had selected the 11 sites given a positive recommendation in the presentation given by AP (Sites 1 (partial); 2; 7 (partial); 20 (partial), 22; 23; 47; 33 (partial); 51 52 and 53. ND has spoken to all the landowners involved, with a positive reception. The landowner for Site 1 now wants to defer to the 10 year rather than first 5 year phase. This might force the neighbouring site to defer to save infrastructure costs. Letters to those not selected were delivered or sent 2 weeks ago. Only 1 landowner (Dean Road) has responded. The letter has been acknowledged but, in the absence of any more general questioning of the PC decision, he is now due a proper response.

Action: JW and ND jointly to sign an individual response.

5 Review of Site 3.

The presentation to the PC had left Site 3 with no positive recommendation and “Review Again” as the HELP Group assessment. Some views would be obstructed. Nevertheless, in an extensive discussion, it was clear that the key issues were: the nature/clarity of the ‘gateways’ into the village and, second, where the Secondary Boundary would be after the NP is ‘made’. Clearly the sites approved, by AVDC and the PC, change the village build line. However, once sites have been selected and the NP made, we need a new, robust Secondary Boundary/ build line limit. The NPSG voted *nem con* in favour of inclusion of Site 3 in the plan and within the Secondary Boundary (JW as Chair of the PC abstaining).

Action 1: AP to present the new Secondary Boundary to the next PC meeting.

Action 2: JW to arrange that the PC considers Site 3 at their next meeting.

6 Housing Exhibition 15 July 2017.

The Village Hall had been booked by SN for the whole day on 15 July but we had been requested to indicate as soon as practical if we needed less time. It was agreed that the actual exhibition would run from 10 am to 4 pm.

Action 1: SN to check availability of the hall on the evening of 14 July.

However, set up time would be required. It would be helpful if time was available on the evening of Friday 14 July. The exhibition would need considerable planning. MB, GM, SN and AP offered to help.

Action 2: ND to arrange a meeting of the potential exhibition planners.

7 Neighbourhood Plan News Letter & Item for Grapevine.

There is a clear need for an article in the July Grapevine to inform the village of decisions on sites to be included in the NP and to publicise the date of the exhibition as 15 July. This needs to be submitted by 17/18 June.

Action 1: GM to draft a Grapevine article (completed).

Similarly, there is a need for an updated Newsletter on the village website.

Action 2: EG to draft an updated Newsletter
Action 3: EG (with support from other NPSG members?) to plan use of social media to maximise village engagement

Social media (particularly Facebook and Twitter) could also be used to spread the word about the 15 July exhibition, to alert villagers to updated Newsletters on the website and as direct publication of key issues.

8 Progress of Draft Plan & preparation of Vision, Context; SEA etc.

- a. Draft Plan. Paul Jobson and his assistant are pushing ahead rapidly with drafting the plan. They are now holding weekly meetings with ND and others as required. They need Vision, Context and SEA as soon as practical.
- b. Vision. There was a thorough discussion of the Vision with general agreement on the broad ideas. Differences in 'word-smithing' need finalising.
- c. Context. The Context of an NP is effectively the introduction. ND has a draft in preparation and will circulate shortly.
- d. SEA. JE has a draft of the SEA in preparation.
- e. Recreation. One outstanding report is the Recreation Report. JE has pulled together the threads of the work done by the group and it has been put forward to the Pavilion Committee. It will need to be circulated to NPSG members subsequently. It was noted that the Church Commissioners had still not replied to ND's letter on the field beyond the Recreation Ground last year. Nor had they replied to JW's letter subsequently on behalf of the PC.

Action 1: SN to circulate 2 versions of the Vision discussed.

Action 2: ND to circulate draft Context

Action 3: JE to circulate the Recreation report once approved by the Pavilion Committee.

Action 4: JW to write again to press for a reply.

9 AOB.

- a. Trees. Tree Preservation Orders (TPOs) exist on many trees in the village build area. However, many views that we cherish and seek to protect have particular trees as key elements of the view.

- i Can we obtain TPOs for trees in the countryside?
 - ii Should trees (and important hedgerows) on sites recommended for development be noted and included in the site specific policies?
- b. Publicising the 15 July Exhibition. This will be the last chance for engagement of the village at large before circulation of the complete draft NP. We need maximum participation. Ideas for publicising the event, in addition to those Item 7 above, included:
 - i Posters on all the village notice boards.
 - ii Publicity at the Pavilion Family Day on 24 June.
 - iii Publicity at the Village Fruit and Veg Fair on 8 July.
 - iv Boards on the entrance roads to the village. Suitable boards may be available in the Church shed.

Action 1: ND to ask AVDC.

Action 2: AP to check.

Action 3: SN to design a poster by 1 July.

Action 4: JE to seek permission to publicise at the event. (Action 3 required by 24 June?)

Action 5: GM to seek permission for a poster or posters.

Action 6: SN and GM to produce.

10 Date & Time of Next Meeting.

Monday 10 July 2017 at 7.30 pm at Vicarage Farm.

SM Nicholl

14 June 2017