

STEWKLEY PARISH NEIGHBOURHOOD PLAN

MINUTES OF A MEETING OF A

STEERING GROUP MEETING

WEDNESDAY 15TH MAY 2019 AT VICARAGE FARM, STEWKLEY

Present:

Neil Dickens (ND) – Chair

Keith Higgins (KH) – Stewkley Parish Council (SPC) Chair

Gill Morgan (GM) - SPC Councillor

Paul Smith (PS) - SPC Councillor

Jenny Wodey (JW) – SPC Councillor

Janette Eustace (JC)

Steve Nicholl (SN)

ITEM		ACTION/DECISION
1	<u>Apologies:</u> Margaret Burgess; Andrew Pryke; Laraine Chappell.	
2	<u>Minutes of meeting on 3 April 2019.</u> The minutes were accepted unanimously as a true reflection of the meeting.	<u>Action:</u> Minutes to be forwarded to the Parish Clerk for the parish website. Action completed
3	<u>Matters Arising.</u>	
	a) <u>NP Site 13 – ND to discuss future with site owners.</u> ND had still been unable to speak to the owners. Meanwhile, it appears that the Parish Council has not got a formal record of the decision not to include Site 13 in the final Plan.	<u>Action ongoing:</u> ND to speak to site owners and <u>subsequently</u> report back to the PC for a (recorded) decision.
	b) <u>Drafting of Conditions Statement – JE.</u> JE and SN are in the process of setting timing of this work.	<u>Action ongoing:</u> JE/SN
	c) <u>Spreadsheet Data Retention.</u> ND has emailed WG chairs the policy agreed at the NPSG meeting on 16 Jan 19 and the requirement for them to collate (on individual USB memory sticks) the necessary evidence of the Working Groups' development of their final reports, underpinning the eventual plan. SN (as Secretary) will retain the USB memory sticks in a safe until the Plan is finally "made".	<u>Action:</u> action now lies with WG chairs.
	d) <u>Sustainable Energy Policy.</u> The draft Plan has been	

updated in accordance with the decisions at the meeting on 3 April. Action completed.

e) Updating of NP. See Agenda Item 5 below.

f) Item for Grapevine – ND. ND had sent an article in for the Grapevine. However, under pressure for space in the May edition, the Grapevine Editorial Group had deferred the article. ND has been promised that a current update will be in the next edition. Action completed.

4 **Progress – Soulbury Road development – ND**. The agent for the sale reports progress is now being made towards the sale (despite financial uncertainties reported previously). However, the name of the preferred bidder is not being released yet. Nevertheless, ND reported a good working relationship with the agent. A notable example is the issue of drainage and surface water. Concerns expressed by both NPSG and the Parish Council had been brushed aside during planning approval as the 2 water companies had chosen not to get involved. However, the developers have taken a further look at the issue and have submitted a planning application for a scheme taking water off site to disposal/soak-away on private land. No action currently required.

5 **Update on outcome of the most recent consultation with AVDC & progress on the draft Plan – ND & JE**

1. An email from AVDC had, rather brusquely, asked for the current state of progress on 5 documents, rather than just the Plan. A subsequent meeting, ND and JE with John Broadley of AVDC, had proved very much more helpful than the email had implied. The documents of current concern, together with updates on progress are as follows:

a) **The Draft Neighbourhood Plan**. The Plan has been completed, updated and checked in detail. Over 50 pages long, it may of course still contain the odd typo but this work is currently complete, thanks in very great measure to JE's efforts! No action currently required.

b) **Site Assessment Report**. A 41 page report covering every site in the Plan has been completed. Some issues on detail were raised however at this stage we are not prejudging issues that will routinely be dealt with during detailed planning processes once planning applications have been submitted. No action currently required.

- c) **Open & Greenspace Report.** The draft report has been substantially restructured to match the format of the 'National Planning Framework for Designated Open Spaces'. It is now complete. No action currently required.
- d) **Strategic Environment Assessment.** Complete. No action required.
- e) **Consultation Report.** GM has done much work on this. She believed that there were just 2 outstanding issues:
 - i. Close out and recording of the decision on Site 13. See Item 3a above.
 - ii. Documenting and recording decisions on AVDC comments on the draft Plan. It was agreed that documentation for and decisions at the NPSG meeting on 16 Jan 2019 would fulfil this requirement. **Action:** SN to forward to GM both JE's "Update for NP Meeting on 16 Jan 19" and minutes of the Meeting on 16 Jan 19. Action completed.

2. With all these documents, there is a clear need for a definitive, final (to date) version to be stored and made accessible to parishioners. Some of the documents are large. It was agreed that:

- a) JE would put a final version of each of the first 4 documents above on a USB memory stick and pass them to GM. **Action:** JE
- b) GM would complete the Consultation Document. **Action:** GM
- c) GM would arrange for the parish website to be re-organised to provide a simple accessible landing on each of the 5 documents. **Action:** GM

3. At the meeting with John Broadley, he had provided clear guidance on the steps from here our potential referendum on the plan. There are 2 main consultation steps, with formal submission between these 2 steps:

- a) **Pre-submission.**
 - i. Controlled by the Parish Council (PC).
 - ii. In addition to AVDC and parishioners there are 17 other organisations, or classes of organisation, to be consulted.
 - iii. All get exactly 6 weeks to comment.
 - iv. It is then up to NPSG to collate responses and recommend to the PC a form of response to all comments and whether/how to amend the Plan in the light of the comments.
- b) **Submission.** Once the Plan has been amended if/as required, all 5 documents and the Condition

Statement are submitted by the PC to AVDC.

- c) Post-submission.
- i. Post-submission consultation is run by AVDC.
 - ii. All those consulted will have exactly 6 weeks to respond.
 - iii. Simultaneously with the issue of the documents for consultation, AVDC will appoint an "Independent Examiner (IE)".
 - iv. The IE does not have a time limit.
 - v. When (if) the IE comments, we have to take in his/her comments prior to the referendum (or withdraw the plan and start again!).

4. Although Pre-submission Consultation is a PC responsibility, the NPSG debated some of the issues and offered the PC the following:

- a) Consultees should include parishioners and local affected landowners, whether or not they are parishioners.
- b) Consultation should primarily be by electronic means:
 - i. Letters of invitation to comment should come from the village Neighbourhood Plan email address, managed by the PC (stewkleynp@gmail.com). Comments should be invited back to the same email address.
 - ii. All invitations to comment should go out on the same day (simplifying the closure of consultation 6 weeks later.
 - iii. A new landing site should be created on the parish website, containing just the 5 consultation documents.
 - iv. Number of visits to this new consultation site should be recorded.
 - v. There is an essential need to consider those who do not have access to or are not comfortable with electronic media.
 - 1) Other parishes should be consulted on how they managed this issue.
 - 2) NPSG suggests positioning the Parish Clerk at a strategic location (Village Hall?) with hard copy for people to read a pre-notified times. Others can sit in