

NEIGHBOURHOOD PLANNING COMMITTEE
STEEPLE CLAYDON

Minutes of the meeting of the Steeple Claydon Neighbourhood Plan Team held on
14th January 2016 at the Library, Queen Catherine Road, Steeple Claydon, Buckingham
MK18 2PY

Present:

Mr Paul Firth (In the Chair)
Mr Ian Millard
Mr John O'Dwyer
Mr Dave Jenner
Mr Chris Coombs
Ms Tonia Vincent
Mr Adam Graveley
Mr Paul Shaw
Ms Julie Milne
Ms Doreen Weingart (Parish Councillor)

1. Introduction

The meeting was opened at 7.35pm and Doreen was welcomed to the meeting.

It was agreed that following an emailed conversation between Chris and Julie that future meeting minutes would be kept shorter and more generic, capturing only the relevant points.

The Cheddington Neighbourhood Plan was reviewed and it was agreed that with Neil Homer's assistance, we can complete the Steeple Claydon Plan in quite short time. The team are encouraged to read Cheddington's Plan in more depth.

ACTION: ALL

2. Feedback from last PC meeting

Agreement has been given by the Parish Council that the Group can make decisions on how to take the plan forward, including inviting others to join us where required. All financial decisions will still be referred to the PC.

3. Village Walk – 28th December

Only approximately one third of the village was covered in the two and a half hours set aside for this. It was agreed that the remaining two thirds of the village will be covered and the Chairman will organise additional dates.

ACTION: PAUL FIRTH

4. Community Survey

Whether to conduct a survey or not was discussed and it was agreed that there is an expectation that we will conduct one. It was agreed that it is important to have the responses independently assessed, delivered directly to the company that will do this.

Jean Fox has resigned from Community Impact Bucks (CIB). We haven't officially contacted CIB, although we have made a positioning statement. Neil Homer will supply an alternative contact and in the meantime we will write our own questions for the survey, with guidance from the templates we already have and we will have the company that we choose to work with approve them, with amendments where necessary.

The Chairman will contact Community Impact Bucks and find out what their plans are going forward following Jean's departure.

ACTION: PAUL FIRTH

5. Vision Paper

The Vision Paper that Neil Homer submitted was reviewed. It was agreed that this will be added to the SCNP website and made available publicly.

John will look at the traffic survey analysis, work travel times, etc. in the Cheddington Neighbourhood Plan and assess if we can replicate this in our own plan.

ACTION: JOHN O'DWYER

It was recognised that it is likely that agreement for the development of in excess of 120 houses will be reached before our Plan is complete. Whilst we could recommend that there is no further development, this is not realistic and therefore it was agreed that we should continue to recommend sites for development as well as protecting those where it is believed development should not take place.

Under Vision and Objectives it was agreed that the second bullet point regarding development of the north side of the village should be removed.

Under Policy Issues it was agreed that the location of the doctor's surgery and a possible change should be given consideration and whether small scale rentable office space would be of interest.

The Chairman will edit the Vision Paper with the above and forward to the PC for approval before returning to Neil Homer for the final edit.

6. Engagement Activities

The Chairman has invited the Parish Councillors to join our sub-groups. Doreen has agreed to join and is flexible about which one. It is believed that James Clarke can be persuaded.

It was agreed that an invitation will be distributed to all households, as per the invitation to attend the public meetings.

ACTION: JULIE MILNE

Details will also be added to the SCNP website and SC Forum Facebook page.

ACTION: IAN MILLARD

a. Housing Group

Chris Coombs will be the lead with Tonia Vincent, Julie Milne and Paul Firth.

b. Employment Group

Julie Milne will be the lead with Dave Jenner and Paul Firth.

c. Environment Group

Adam Gravely will be the lead with John O'Dwyer, Ian Millard and Paul Firth.

d. Community Assets Group

Paul Shaw will be the lead with Betty Picknell, Chris Coombs and Paul Firth

A short report will be prepared for each group and the feedback from the meetings will be used to form the questions for the survey. The lead for each sub-group will present the findings to the main group. 2-3 meetings of each group has been proposed.

The first meeting of the sub-groups has been arranged on Monday 8th February at the Parish Rooms, St Michael's church commencing at 8pm. An initial briefing will take place and members will then split into their sub-groups.

7. Project Plan

The Project Plan is already underway and will be developed into our working plan.

8. Strategic Environmental Assessment

We will apply to AVDC to assess if this is required.

9. Funding

Nick Osgerby, the Parish Clerk, expressed concern at the last PC meeting about obtaining the funding from Locality. The Chairman met with him and Diana Tanner (Lead of PC) separately to discuss this in more detail.

Work has been conducted and although previously registered to apply, the 30 day window in which we had to act has expired. This means another application will need to be made. The funding is only available for 6 months and we cannot claim for expenses retrospectively. All allocated funds must be used within the financial year which expires on 31st March 2016. Neil Homer advised that the funds can be claimed in two amounts, although it cannot exceed the £8k limit. Neil will supply a quotation for work up to the end of the financial year and we will make the first part of our claim to cover this. This will include the Project Plan, timeline and allocation of resources plus the application to DVLC for the Strategic Environment Assessment, if applicable.

The Parish Council are launching a Newsletter in the next 2 weeks, to be delivered by volunteers and which will include details of the Neighbourhood Plan.

10. Any other business

With regards to the green space opposite the recreation ground and adjacent to the Co-op, the Parish Council has confirmed that it does not want to get involved with the dispute over its use and ownership. This was debated 4 months ago and cannot be readdressed within 6 months. Those involved with the call to have a memorial built on it are putting pressure on the Chairman to have this allocated as a green space so that it cannot be developed. However, it was felt that the residents should be asked in our survey if they want a memorial and if so, where would be a good site for it, as this site is not considered ideal.

The Chairman encouraged all members of the Group to keep talking about and promoting the Neighbourhood Plan.

It was agreed that the Women's Institute will be approached and asked if Adam can give a presentation about the Plan. Other groups will be considered and approached.

A meeting of Paul Firth, Chris, Adam, Ian, Tonia and Julie has been organised at 8pm on 25th January 2016 to discuss and agree the introduction and aims of each sub-group to form the framework of the meeting.

The meeting was closed at 9.40pm.