

NEIGHBOURHOOD PLANNING COMMITTEE
STEEPLE CLAYDON

Minutes of the 7th meeting of the Steeple Claydon Neighbourhood Plan Team held on 17th August 2015 at the Library, Queen Catherine Road, Steeple Claydon, Buckingham MK18 2PY

Present: Mr Paul Firth (In the Chair)
Ms Tonia Vincent
Ms Betty Picknell
Mr Adam Graveley
Mr Ian Millard
Mr Dave Jenner
Ms Julie Milne
Mr Paul Shaw (from 8.30pm)

1. Introduction

The meeting was opened at 7.45pm. The agenda was circulated and briefly run through.

2. Review of actions from last meeting

The minutes of the last meeting and action points were reviewed:

Chris Coombs was not present to update the team regarding investigation of the planning applications submitted to date. Tonia advised that she believes planning for 12 houses in Addison Road has been agreed but this could not be confirmed. Chris Coombs was elected to look into this.

ACTION: CC

Gladman Developments are in the process of appealing the refusal of the application for development in North End Road. Manor Oak Homes have submitted an application for development in Buckingham Road. The Parish Council has a public meeting scheduled for 3rd September to address this, although the meeting date may change.

There has been no feedback from the recent AVDC meeting following numerous complaints received regarding its consideration of the Great Horwood Neighbourhood Plan when considering a development application.

Paul Shaw has designed and supplied the banners which the team is delighted with. Generic business cards providing the website and email address (admin@steepleclaydonplan.org.uk) are still to be produced.

ACTION: PS

The stakeholder map is partially done and was circulated by Paul F, a copy of which is circulated with these minutes.* This is a working document and will be expanded as work progresses.

*Document A

Paul F advised that it is no longer the plan to speak to all of those identified personally but instead they will be sent the questionnaire provided in the baseline review for recreation circulated previously, or an adapted version thereof.

Contact has been made with Lorna Piper who will take the lead on Education.

Ian added the examples of surveys to the website which are available to view by the team. Tonia added that during the meeting with Jean Fox, she proposed a more generic questionnaire than those used by other villages previously which contained very leading

questions. This would expedite the preparation of the questionnaire but would result in many views being expressed in free text which would make it much harder to analyse. If instead we took the complaints of the residents and incorporated these into the questionnaire, asking for them to be ranked in order of importance, the responses would be far easier to analyse. It is believed likely that more responses would be received if the questions were tailored to this village, although incorporating a mix of both might be a good solution.

Dave advised that Survey Monkey which Jean Fox uses has very good analytical tools and Paul F added that the free text section is likely only to support the views of the person completing the questionnaire or address an issue that we may have missed. Ian will review the examples found and select the one considered best for the purpose.

ACTION: IM

Tonia organised a meeting between Jean Fox and the small working group which has taken place and the notes from this have been circulated. Jean Fox suggested that Neil Homer, Planning Director at RCOH Ltd, is involved. Neil has been contacted and has submitted a proposal which was discussed under 'Funding'.

Tonia advised of a Community Right to Build Order which is a scheme to target local land owners and bargain with them. The Council agrees to planning permission if some of the land suitable for development is provided free of charge for the building of affordable homes. There are stipulations on the resale of these properties and the scheme has been successful elsewhere. Dave advised that in the Podcast folder on the website there is information from 'Farming Today' which gives details of this scheme in the Cotswolds which really ring-fenced a pocket of development with 40% of it providing low cost homes and 20% of these for those with links to the village.

Tonia suggested that our NP would support an application for planning on the land of those that join the scheme and we could possibly approach all land owners and give them the same opportunity, although a large proportion of this is likely to be land belonging to the Verney Estate.

It was previously the intention to include the questionnaire with the Parish Newsletter but Paul F advised that he doesn't feel we should be tied to this, especially following the success of the flyer. He added that we could replicate the circulation with the same people delivering to the same houses.

The flyer has been designed and printed and there are further copies available for our public meetings.

Paul F still intends to conduct some canvassing, probably in September.

ACTION: PF

The area of the website to allow for public posts has been developed. Ian advised that there have been over 1000 unique visitors to the website. There is now a weblog where the meeting information is added which automatically updates the Steeple Claydon Forum Facebook page. An RSS feed can be downloaded to smartphones which received a notification whenever an item is added. There have been no 'chat' items posted as yet.

John O'Dwyer will contact Bucks County Council regarding the traffic and transport issues raised during our consultation process so these can be forwarded to the board that deals with this.

ACTION: JO

Chris Coombs supplied the link to the pool of traffic data information and Dave has accessed this but needs to analyse it properly.

ACTION: DJ

Tonia has spoken with Jean Fox regarding completing the baseline review for housing and this forms part of her proposal.

The lead for the education topic has been dealt with already (see above).

Paul F has yet to make contact with the Swan Practice doctor's surgery but will carry this action point forward.

ACTION: PF

Diana Tanner (Parish Councillor) has provided the information regarding families with children under 5 years of age and this has been added to the education topic.

Paul F and Julie have not finalised the questionnaire to businesses but this is in hand and will be completed within the coming week.

ACTION: PF & JM

Betty is continuing with compiling the history information and will share what she has collated to date at the public meeting on 22nd August.

ACTION: BP

Ian and Bev are continuing to apply sustainability considerations to each topic as it is addressed.

The flyer has been completed and circulated and the dates for the public meetings set. One has taken place already and was discussed during this meeting and the other is scheduled for 22nd August. The dates were included in the flyer and circulated to every house in the village.

The funding action points were addressed under its own heading later in the meeting.

3. Feedback from consultation event

Paul F reported that the first public event on 12th August was well attended. Dave counted 54 attendees, although this included the team members and Parish Councillors.

Dave stated that when we ask questions of the villagers, we are going to receive many personal gripes, such as parking around key facilities. We can ask generic questions about the perceived issues but unless these address people's individual issues, it's unlikely that they will get behind the Plan.

Paul F responded that this highlights the importance of the key questions consultation and we should take all of the environmental aspects and add these to the map. Adam added that we should do the same with the key topics by creating an online map which has layers for each and include pictures and text so that everyone can view the issues being identified.

Ian suggested that we can add polls and surveys to the website and announce this, stating that we are dealing with one topic at a time, for example, this week we are addressing traffic and transport and allow people to complete these but only once from an individual email address. It's possible that a lack of understanding led to some of the complaints made at the public meeting.

Paul S expressed concern that we have still only reached the demographic that we expected and there remains a lot of residents that we still haven't reached. It was agreed that a consultation strategy needs to be developed.

Following the meeting on 22nd August, a document providing an update from both public meetings will be produced and added to the website. There is already a brief update following the meeting on 12th August. Consideration will be given to producing a leaflet incorporating this update in bullet point format and this will be reviewed after the meeting on the 22nd.

ACTION: ALL

4. Action planning for 22nd August consultation

The meeting will run from 2pm to 4.30pm at the Mark Bulman Parish Rooms. The topics have been allocated as follows:

Topic	Team member
Recreation & Social Cohesion	Paul Firth
Transport and Roads	Dave Jenner
Housing	Paul Shaw
Education & Sustainability	Adam Graveley
Health	Tonia Vincent
Business	Julie Milne
History	Betty Picknell

Neil will require an environmental baseline document to take to AVDC to determine if the SEA is required.

Boards will be used to display information relating to each topic, for example, under Recreation the areas that can be used for this will be highlighted. Each team member will produce the information for their allocated topic in A3 size as well as associated images to create a more interesting display. Paul F will supply banners for each topic and all information for printing will be submitted to Julie for printing.

ACTION: PF, DJ, PS, AG, TV, BP & JM

Adam will create a map and Paul S will investigate getting this printed in A1 size.

ACTION: AG & PS

More comments sheets will be available for completion and attendees will be asked to supply their contact information in the format that they wish to be contacted.

Paul F will investigate how a broadband connection can be established so that attendees can view and interact with the website.

ACTION: PF

Cards with the website address on it will be made available as well as further copies of the leaflet explaining what we are doing.

ACTION: PS

Paul Shaw suggested asking for help from someone to make teas and coffees on the Steeple Claydon Forum Facebook page. Betty confirmed that there are 60 cups available and Tonia offered to supply teabags and milk. Dave suggested that we add a blog to our website suggesting villagers make an afternoon of it by visiting the horticultural show and our event and Ian will add this.

ACTION: IM & TV

It was agreed that the team would have access from 1pm to commence setting up and Betty will ensure the rooms are open.

There is a horticultural show in the village hall between 2pm and 4pm and Paul F suggested creating some flyers directing people from there to our meeting. Some A4 laminated posters will be created and Julie will visit the public houses, Co-op, Karl's Bakers, etc. and ask if they can be displayed.

ACTION: JM

Topic owners will make notes of the comments received and these will be collated with the completed forms and those completed at the last meeting.

ACTION: ALL

Tonia will contact Ivo Haest and invite him to this public meeting. He can provide health information from Public Health England. He is community based and understands the issues.

ACTION: TV

5. Topic review

- a. Recreation
- b. Transport and Roads
- c. Housing
- d. Education
- e. Health
- f. Business

The business questionnaire will be developed by Paul F and Julie and will include the website address and generic email address; admin@steepleclaydonplan.org.uk which is delivered to Ian. Paul F will write an accompanying letter and Julie will print and deliver these to the businesses already identified.

- g. History
- h. Social cohesion

The other topics were addressed and allocated as above for the purposes of this meeting.

6. Questionnaire development and implementation

Ian asked who we are going to send this to and suggested that it should be everyone on the electoral roll as appeared to be the preference of those that attended the first public meeting. Tonia advised that this is likely to result in a large increase in cost within Jean's proposal as it is believed she has only allowed for one per household, this being her preference.

It was suggested that one is delivered to each household with large print on the front informing recipients of what they should do to if they require further copies. Tonia suggested asking Jean what the pitfalls from this may be and to add her response to the website. Paul F advised that we are still in the period of negotiating and the consultation shows a strong desire for one per householder. Tonia will address this with her.

ACTION: TV

Adam asked if the questionnaire is going to be a professionally produced document and Tonia responded that she will ask Jean for an example but believes that it will be.

ACTION: TV

Adam asked if it would be possible to obtain information regarding the future plans of the school, BT's plans for broadband in the village, AVDC's plans for the roads, etc. ahead of future consultations. It was agreed this would be a great way of informing the villagers and how this information is gathered and by whom will be addressed at a later date. Paul F will possibly add this to a future agenda.

ACTION: PF

Tonia suggested holding a rally in the recreation ground to bring further attention to what we are doing and this will be considered at a later date.

Paul F advised that Pierre Thibault creates videos and recently produced one for the Scouts, which was very good. He has offered to create one for the village to raise people's awareness of its resources. Mark Fowler (a contact of Paul F) has a two man microlight and has offered to take Pierre up in this to get a bird's eye view.

7. Project Plan

A NP Project Plan is required and there is one already available under My Community/Locality listing the phases into which the dates can be added. A copy is circulated with these minutes.*

*Document B

Dave and Paul F will work through this and add the dates. The sequence is already determined.

ACTION: DJ & PF

8. Strategic Environmental Assessment (SEA)

The SEA was discussed and whether this is actually required. Adam suggested that we look at what other villages have done. If we submit our NP without an SEA, we need to include a letter explaining how we have addressed this. It is quite a generic document which could be used to support an NP or development applications. Adam will look at whether Winslow supplied one and advise.

ACTION: AG

It was suggested that a company called Royal Solutions have conducted a similar project and there may be some specific information available in the public domain. Looking at the reasons for refusing previous planning applications may also be worthwhile as this may identify pockets of land that are unsuitable i.e. North End Road where it is too wet. Adam gave a hypothetical scenario whereby a site picked for development is found to contain Japanese Knotweed but the developer commits to resolving this if planning permission is granted. This would benefit the village by removing the contamination and an SEA would highlight these sorts of problems.

It was therefore agreed that we would accept the proposal for 13 days work but seek advice regarding the 5 days for the SEA.

9. Funding

Paul F advised that a proposal has been received from Neil Homer, Planning Director at RCOH Ltd, a copy of which was circulated together with the breakdown showing the days required to complete the work.*

*Documents C and D

The proposal earmarks 8 days for the general activity and a further 5 days for a Strategic Environmental Assessment (SEA) totalling £11,500. Paul F will ask if the cost will be reduced by a quarter if it is decided that we do not need an SEA. Combined with the proposal from Jean Fox for £4,250, this makes a total of £15,750.

The Parish Council has set aside £10,000 for the NP and we are entitled to £8,000 from AVDC. This would leave a remainder of £2,250 to cover all additional costs including the banner, business card and map printing, etc. The printing of the questionnaire and reply paid envelopes is included in Jean Fox's proposal although this is likely to take into account just one questionnaire per household and the cost may increase if we request one per person registered on the electoral roll.

There were funds of £5,000 allocated from the PC last year and a further £5,000 allocated this year but if it is not all used by the end of the year, we must be careful to ensure that this is carried over to next year.

Paul F will put forward the proposal to AVDC for the release of their funds. This will be addressed at the next PC meeting on 1st September at 7.45pm in the Library. Tonia will be attending and advised that support from any team members would be appreciated.

Bev has supplied Paul F with the link to the application for funding from AVDC. Nick Osgerby, Parish Clerk must complete most of this and it is hopefully already underway. It can be completed a little at a time and saved but submitted only once. Once started, there is a period of 30 days in which to complete and submit the application. It must be clear what the funds are going to be used for and once allocated, it is not possible to change this – it is not a flexible fund. Following approval, the funds must be used within 6 months. Until we know if it is approved, we cannot commit to the proposals submitted by Jean Fox and Neil Homer.

10. Any other business

Ian asked Dave to create a themed online survey relating to transport (as a start) with some optional solutions provided. Ian will add this to the website. Adam will create a map and try this out with the transport survey.

ACTION: DJ, IM & AG

The next meeting has been scheduled for 7.30pm on Tuesday 15th September at the library. Paul F will invite Llew Monger to attend.

The meeting was closed at 10.15pm and Paul F thanked all team members for their attendance.