



SHERFIELD ON LODDON PARISH COUNCIL

NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 26th May 2015

Present – John Darker (Chairman), Natalie Lerner, Bryan Jenkins, Pamela Darker, Diana Effiong and Peter Hayes (Minutes).

Guest attendee: Venetia Rowland.

1. Introductions

JD reported that Alan Ball may have to leave the NPWP, due to pressure of work. If he did the question was raised about any requirement to fill the vacancy with another member of the PC; it was noted that the NPWP was still awaiting its Terms of Reference (TOR).

VR said that, in the event of this vacancy coming about, she would like to be considered for membership of the WP: this would need to be approved by the Planning Committee which would meet in 2 weeks' time.

2. Minutes of PSCNP meeting of 29/4/15

The Minutes were accepted as an accurate record.

3. Matters arising from the Minutes

i) APM: 8th May. JD thanked NL for presenting a positive impression of the NP work through the summary report and display. From that meeting, things relevant to the village overall from a planning point of view, as well as a record of the display, should be logged in the NP Report.

ii) Locality grant: PH confirmed that transfer of monies to the PC account had been approved. JD said that no definite decision was needed at the moment about if/how Alex Munro should be re-engaged as a consultant. He added that the Group needed someone who has 'useful and flexible skills' eg to look at proposed policies.

4. Housing survey (HARAH) process

JD referred to the meeting with Kirsty Rowlinson (18/5) and the proposal to run the survey from mid-July. A draft letter to go out with the survey to all local residents (used for another parish) was discussed and re-drafting suggestions made. It was agreed to prepare a short item for the July edition of the LVL to publicise and explain the survey. Each household in the Neighbourhood Area will receive the questionnaire, hand delivered and named/addressed, although some outliers (eg Wildmoor) will be posted. It was proposed that the envelope be marked up with 'This is not a circular – it is for the NP' (or similar wording).

BJ pointed out that the questionnaire had been tested many times. It is anonymous, but will carry a serial number to offset fraud and deception. He thought that there was no better way to make an assessment of housing need.

The design of a poster to be displayed in village locations was discussed. It was proposed that the green banner heading (used in NP communications) would be on the top of the poster with graphics of moving ducks and a duck house (characterising SoL) in the lower



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area. Action Hampshire's designers will be asked to respond to these requests. Posters will go up after 27th June.

5. Report of meeting of NP groups with BDBC (19/5)

Notes of this meeting from Brian Whiteley (PAE) and Emma Clarke (BDBC) had been previously circulated. BW had indicated that he could still be contacted 'for short phone conversations' after his job move at the end of June. Phil Turner (PAE volunteer), who was also at the meeting can also offer advice eg on policy writing.

JD highlighted the issue of 'prematurity': planning applications coming in before the Local Plan and NPs are finalised. Emerging Plans are 'of material significance', although they cannot guarantee success – particularly with the lack of a BDBC 5-year housing plan. A key message from the meeting was 'Don't give up – you can put benchmarks down through the NP'.

PH said that Bramley NP's Regulation 14 consultation was due to start on 20th June. VR requested feedback, in due course, on how this process had gone. Bramley and SoL NPs would be having adjacent stands at the SoL fete.

6. NP Report update

BJ reported that the current document is too large for some email in-boxes and he needs to turn it into a smaller file. We have examples of shorter (approved) NPs (eg Marsh Gibbon, Hurstpierpoint) which can help to reduce the overall length. BJ said that he was still fitting new material into the present structure but would be proposing a re-structuring. Photos from the character assessment would follow the pattern set by other NPs in being woven throughout the document.

7. Project Plan – Task Schedule

Section 3 – The Neighbourhood Area. The application for re-designation has been completed by JD. A map of the new area will be included, with the Dixon Road boundary made clearer. Completion by the end of June.

Section 1: Introduction – to be replaced with 6.1 which fits in well with the description of the village environment. PD to complete by the end of June.

Appendix E: SWOT results completed (NL).

Appendix F: Other consultation results – complete to date, but some documents will be updated as work proceeds (PH).

Appendix C: Consultation statement – will become a reference document.

It was pointed out that 'completed' documents will need to be reviewed by WP members. Eg drafts of appendices can be best accessed through dropbox. BJ can set up the group as contacts and email the link for downloads. PD will be able to send photos through dropbox.

8. Update on business questionnaires

BJ reported that there were now 21 responses (5 more had been received since the last meeting). The majority come from LVL advertisers. Comments include the issue of parking at Bramley station ie more space is needed. Bj will update the spreadsheet and the summary of points raised, which will complete this activity.



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9. Key Issues and Objectives – Survey Monkey

PH thanked members for responding to the trial of the 3 surveys. BJ and NL had wanted more time to review the questions which the survey set-up had not allowed them to do.

Key Issues: amendments were discussed and agreed to the following:

- 4 – Settlement boundary – repetition removed
- 6 – Small scale developments – ‘per development’ added at the end
- 7 – 3 bedroom properties etc – issue removed as housing survey would pick it up
- 8 - Large scale developments in Bramley – ‘for SoL’ added
- 9 - Infrastructure – complete re-wording
- 10 – Church End/Redlands – complete re-wording
- 13 – Wildmoor Lane junctions – ‘and’ added to improve the sense.

Objectives:

- 4 – Range of housing – removed as housing survey would pick it up.

NL thought that there was insufficient reference to young people in the above. It was agreed that she and VR would devise a short survey of young people’s needs within the village.

PH and PD will revise the Issues and Objectives; the surveys will be sent out to signed up members of the Forum, via a single email with 3 links, during the next week. PD has prepared hard copy versions of each survey for those members who are not online.

10. Character Assessment update

PD advised that the CA was moving forward. VR was able to produce panoramic views to show a whole vista. PD added that identification of landowners was still with the legal dept. at BDBC.

11. Policy writing update

JD tabled a list of proposed policies and asked for comments, by email, by 1st June. There was discussion of the issue of lighting in the village; it was suggested that some children and parents want more lighting. BJ added that there is a need to use the latest lighting technology if/when it is increased –LEDs.

12. Stand at Sherfield Fete (13/6)

Further to discussions at the last meeting, it was agreed that PH and VR will look after the stand. In addition to the display used at the APM, there will be sign up forms, a map of the designated area and examples of the Key Issues and Objectives surveys. VR will produce a ‘business card’ for the NP, signposting the SoL website link and the links to the Survey Monkey questionnaires.

13. Dates of next meetings

Tuesday 23rd June and Tuesday 28th July, starting at 7.45 pm.



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14. AOB

JD referred to a prematurity planning application for Little Bowlings which would be considered by Planning Committee the following evening. The Parish Clerk had indicated that any representations would need to be made to BDBC.