

SHERFIELD ON LODDON PARISH COUNCIL



NEIGHBOURHOOD PLAN COMMITTEE

Minutes of Neighbourhood Plan meeting held on 21st November 2013

Present - John Darker (Chairman), Alan Ball, Ivan Gosden, Bruce Batting, Sandy Johnston, Natalie Larnar, Kym Greener, Oliver Bartrum, Bryan Jenkins, Rhydian Vaughan, Steve Levins, Peta Alvares, Howard Perkins and Peter Hayes (Minutes).

1. Apologies for Absence

Apologies for absence were received from Sally Hennessey, Bruce Jones, Peter Lansley, Sally Brain, Phil Cole and Deborah Wyatt.

SL asked how one was recognised as a committee member. JD responded that all those on the mailing list were considered members; new people were welcome but they were expected to know what was meant about neighbourhood planning beforehand.

2. Introductions

JD welcomed new members and Peter Hayes as Project Co-Ordinator for the Neighbourhood Plan. Peter is also on the NDP committee in Bramley.

3. Minutes of the last meeting

Amendments were: Item 3: 'Bruce Jones' to read 'Bryan Jenkins'; Item 6: the APM will be on 9th (not 15th) May.

4. Matters arising not on the agenda.

Item 5: SL queried why Redlands Farm was 'an issue for the Taylor's Farm (Sherfield Park) element in the Neighbourhood Plan'. JD replied that this was due to the proximity of the two areas and any Redlands development would impact most on Taylor's Farm. A Neighbourhood Plan might ask for further assessment of Redlands eg with regard to traffic. BB added that red spots had been detected from the incinerator, so this would restrict the number of buildings there. SL concluded that covering Redlands would be a lot less simple than Taylor's Farm.

5. Progress Report on the Project Plan

JD reported that an information sheet on the Neighbourhood Plan had now been formatted and was being prepared for the Loddon Valley Link and display boards at public consultation meetings.

BJ used a powerpoint presentation to update on the Project Plan; he said that the Plan was a requirement of the neighbourhood planning process and would make tasks manageable. 'Work packages' (in Word documents) together with a timetable, had been prepared. The process was iterative: Prepare > Consult (questionnaires & public sessions) > Analyse > Re-iterate. In detail:

- Tell people in the parish of the NP and how to interact with it
- Circulate and deposit (eg in The Shop) questionnaire to meet LVL deadline of 16/1/14



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- Analyse responses with an explanation and draft document for LVL: 16/2/14
- Advertise community events/workshops (Village and Sherfield Park) for April in LVL: 16/3/14
- Display professionally produced materials and interview people, using an agreed approach, at the events. Work on site surveys and criteria for evaluation can feed into the events
- Analyse feedback from events/workshops and report at APM: 9/5/14
- Committee members to contribute to first draft of NDP for uploading to website: 23/6/14
- Write & publish NDP, seek approval of the PC and submit to BDBC (dates tbc).

SL asked about the style of the questionnaires. BJ said there would be opportunities to express views as well as to tick boxes. JD said that models from other NDPs would be looked at in the preparation.

BJ summarised the work package descriptions, using the term 'planned elapsed time': in the style of Planning Aid. A Gantt chart was used to show elapsed time and inter-relationships of work areas.

It was agreed that the monthly committee meetings would be used to review progress of the Plan. OB raised a query about who was the Project Manager. JD said that he would lead, but the work was a collective effort. Sherfield Park would need its own leadership: SL agreed to be involved and commented on the improved representation from SP.

ACTION: Refresh the information document and prepare the questionnaire: JD; BJ; PH.

6. An initial parish survey using SWOT

IG reported that he had been working with BB, NL and KG on a SWOT (Strengths, Weaknesses, Opportunities and Threats) survey to be used with a 10% sample of people in the parish. He explained that the group had produced a number of answers in each category, which could be ticked during face to face house visits, and any new responses added. Sherfield Park would need to produce its own set of appropriate answers. The method, using 'strengths', was trialled with OB who came up with 'fishing', not on the original list.

It was agreed that the survey would be conducted as soon as possible, but JD thought that its usage could continue into the future as a 'serious exercise'. BB said that a benefit would show people they are involved and recognise their contributions at the formal consultation stage. The proposal was to pick houses at random in a road and all committee members – plus others – would be required to take the survey around. SL thought that the Sherfield Park exercise could sample those from groups who attend the community centre. NL said that another benefit would be to pick up people who might not otherwise come out (to a meeting). She also pointed out that S & W applied more to the 'now' and O & T to the 'future'.

JD requested that the SP representatives get together and inform NL of any changes to the survey required. NL had prepared an identity badge (to be laminated) for authorisation at the door – to be signed by AB as Chair of the PC. Calls would be made during daylight



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hours. After discussion it was agreed that 2 visits could be made to a property: this would give people time to prepare their answers, if they wished. This approach would be valued by SP as many people were out during the day, and callers could come back in an evening having made initial contact.

It was deemed important that people did not feel left out if they were not involved in the survey. JD suggested the survey could be used at an open morning and put in LVL. RV reminded that the exercise should capture the future (2015-29); OB urged caution on only concentrating on the future as this might blank some people out. BB felt that the O & T sections would give sufficient feedback on ideas for the future.

ACTION

- KG to allocate roads/sample to committee members
- NL to produce authorisation badges and send surveys to members.

7. Dates for initial public forum: 'Find out about your Neighbourhood Plan

Sherfield village: Saturday 18/1/14 – 9.30 – 12.30. Sherfield Park: also in January but date tbc.

Contents would include: Large maps on board; information sheet(s) on the NP; SWOT survey analysis; trial of the questionnaires; free coffee.

8. AOB

APM would be on 9th May in the Village Hall. It would provide a NP opportunity for lots of people (including those from Sherfield Park which had good attendance last year) and possible sites could be reported on.

PH referred to a training session on site assessments and policy writing led by Stella Scrivener (Planning Aid). It would be held on Wed. 27th November at Cross House in Bramley: 7.00 – 9.00 pm. Bramley NDPC had invited attendees from Sherfield; JD and NL said they hoped to attend.

BJ said that he would extract information on parish property sales and housing types from Zoopla. NL thought that this would be useful for the January forums.

ACTION:

Preparation of questionnaire: JD; BJ; PH

More work on information document: NL; PH

Large maps (A2) showing parish boundary for presentations: PH.

Date of next meeting: Tuesday 17th December at 7.30 pm.