



SHERFIELD ON LODDON PARISH COUNCIL

NEIGHBOURHOOD PLAN WORKING GROUP

Minutes of NPWG meeting held on 29th April 2015

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

Guest attendees: Brian Whiteley (PAE), Venetia Rowland.

1. Introductions

JD welcomed BW to the meeting.

2. Minutes of PSCNP meeting of 1/4/15

The Minutes were accepted as an accurate record.

3. Matters arising from the Minutes

- i) JD reported that we had been successful in the funding bid to Locality. He explained that BDBC would not fund the housing survey; Sherborne St. John were supported on the basis that theirs was a on-off pilot. The new funding would cover our survey: HARA had been given notice to proceed and a meeting would be requested with Kirsty Rowlinson.
- ii) Annual Parish Meeting: JD circulated his report on the NP and two minor amendments were accepted. JD commented that it would be useful to complete the Plan in 2016.
- iii) Key issues: a Survey Monkey questionnaire would be produced within the next 2 weeks. VR passed comments to JD on the latest key issues draft.
- iv) Meeting with BDBC – 19th May. All 12 parishes working on NPs were invited to attend. JD and PH will represent SoL. Because of a clash of dates the WP meeting planned on that day would be moved to 26th May.
- v) Village character assessment: PD circulated a proforma being used for data collection. The approach will be to go road-by-road, with accompanying illustrations. Housing developments with their dates have already been collated.

4. Locality grant: Alex Munro

It was agreed that AM's future role as a consultant would be viewed on the basis of setting out what we wanted and seeing if he could do it. BW said that PAE has a list of consultants if this was required.

5. Update and comments on developments: Brian Whiteley

i) Updates: In response to some negative feedback on the Locality grant process, BW said that the Group may want to take up these points with the funder. Templates for NP activities/processes are available on the Locality and PAE websites. They would be useful for a cross-check with consultants' work.

Issues arising from Neighbourhood Plans:



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- Make sure that at draft Plan consultation stage, the exact period of 6 weeks (42 days) is observed. An example given of a NP which reached Referendum when it was found that consultation had run for only 40 days: this process had to be repeated before the Plan could be approved;
- BDBC will need to be on the ball with checking this kind of detail;
- Re technical standards in Plans, eg parking, environmental issues, local housing, there will be national guidance which BW will send ie you cannot set your own local standards. Grey areas exist between what Plans say and building regulations;
- BW will be working for PAE until the end of June 2015. He then moves to RTPi where he is still available for short phone conversations. He is hoping to recruit Phil Turner and other PAE volunteers to support SoL's policy writing.

ii) The Plan Report (26th April version)

BW felt that it was 'big' as a work in progress but recommended that the final version should be as short as possible. He suggested that maps, which carry weight with people, should be placed early on in the Plan (not as an appendix), with policies and proposals. BW queried the progress of the vision statement and circulated examples from other plans. JD said that it was based on the Maresfield one; it had been changed round to alter the emphasis.

NL liked 'self contained' in the Bembridge plan as it reflects the SoL context.

BW said that it was important to spot the policies straight away (eg use of colour; bold text). He said that Marsh Gibbon was a 'slim' plan with a focus on policies. He also supported Woodcote's layout. JD thought that we were aiming at 20 pages plus appendices.

BW asked if an SEA was anticipated. JD said that draft vision, objectives and policies had to be sent to BDBC who would make that decision. BW proposed taking the 'assumed policies' to BDBC to get a screening opinion on the scope of the Plan and whether it needs an SEA; he said that he would attend the meeting with the Council on 19th May and 'a quiet word' with Emma Clarke might be useful.

BW will circulate further comments on the SoL Plan.

It was established that NPPF guidance does not need to be quoted in the Plan, although footnotes (eg for housing) referencing NPPF are often used. It was noted that this kind of cross-referencing was already being done by AM.

There is an application to re-designate the NP area from April 2016 and a new map has been received. Redlands will be included and this is likely to have more houses than originally planned. VR queried if (the new) Sherfield Park or Chineham would 'claim' Redlands. After further discussion as to whether the NPWP could make recommendations to the PC about Redlands, AB said it was likely that parishes would be put in existence first and then certain areas reviewed.

6. Project Plan update

Task schedule:

App. E – SWOT results, pie charts and leaflet – ready by the end of this week.

Sec. 3 – Neighbourhood Area – JD will complete by the end of May (in the light of re-



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Designation). References to Taylor's Farm will be taken out and a map included.

App. F – Consultation results – PH to complete by the end of May.

App. C – Consultation statement – prepared by BB. Move intro. on village into the Introduction.

App. G – Maps – these will need electronic software/skills for marking up. BDBC to be approached to provide a map to our specification (eg green spaces; protected areas).

Sec. 7 – Policies – to be set down by JD by the end of May (meeting on 26th)

Sec. 6 – Vision & objectives. Drafts will be sent out through Survey Monkey within the next 2 weeks.

BJ will update the task schedule and circulate it.

7. NP Report – the Introduction

Following discussion, it was agreed that a separate 2-page explanatory note of what the NP is should be produced for the LVL and be used as publicity to accompany consultation on the Plan.

A synopsis of the village and the PC's decision to go for the Plan would be ready for the end of May.

8. Update on business questionnaires

BJ reported that there had been 14 responses which he had analysed on a summary sheet (distributed). Remaining responses are due by the end of May.

9. Communications - Dropbox

VR outlined the advantages: everyone can work on documents at the same time; there is a facility for tracking changes; folders can be set up within Dropbox which can be retained as a record ie 'a communal filing cabinet'.

10. Any other business

i) Display materials for APM: NL will collate these to include: children's pictures; list of groups visited; lists of Working Party members and consultants/roles; NP process overview; maps of designated Plan area; the strategic gap; SWOT positives etc.

ii) Stand at fete – 13th June. This to include a similar display to that at APM, plus survey monkey questionnaires; sign-up forms; copies of the report given at the APM.

iii) JD thanked BW for his contributions to the meeting.

11. Date of next NPWP meeting – Tuesday 26th May @ 7.45 pm.