



Neighbourhood Plan Steering Group

Planning Meeting at Mill House, Queen Camel,
10 May 2017

Present: R. Heath-Coleman – Leader (RHC) Bryan Norman (BN)
John Corbett (JC) Katy Oram (KO)
Steve Millard (SM) Terri Plummer (TP)
Tim Cook (TC), SSDC, Area East
Jo Witherden (JW), Consultant

Apologies: Jamie Paul (JP) Ben Turner (BT)

1. Welcome, Introduction & Apologies

RHC welcome everyone, tabled John Brendon's e-mail of 9th May and noted the apologies.

JW had suggested a brief background. Attached is a copy of TC's NP Report dated [?]. This includes lessons from the process to that date. It was agreed that RHC would prepare an updated timeline of key stages in the NP process (start to finish).

2. Previous meetings since revival of NPWG: 26th July and 6th September 2016 and 3rd February 2017, e-mail summary report following 3rd February sent to PC. The outcome from that meeting is JW's engagement with effect from May (funded through a grant from Locality). JW's activities and duration are set out on the Attachment to the NPSG's Terms of Reference. JW confirmed the three invoices for her assignment will be submitted to the PC Clerk for the PC's June, July and September meetings respectively.

3. Terms of Reference – adopted at PC meeting 8th May, copy attached. Matters arising were:

3.1 *Conflicts of interest* – At the PC meeting it had been suggested that RHC may have a conflict of interest in respect of the CLT. After discussion, it was agreed that no member of the group had an inherent conflict due to their interest in the process. Should a conflict of interest arise, specifically in respect of potential site identification, this will be declared and recorded. Any individual with a declared conflict will remove themselves from the meeting at the appropriate time.

3.2 *Budget and procedure for payment:* **It was agreed** RHC/TC would prepare a proposed budget for funding over and above that for JW's assignment and circulate to the group prior to submission to the PC. At the PC meeting on the 8th it had been resolved that all payments should go through the PC. The NPSG will, therefore, submit claims for reimbursement of costs to the PC and not direct to SSDC, provided the costs are within the budget. Any cost that may arise that is not in the budget will require PC endorsement prior to commitment. The PC will in turn indent on SSDC where relevant.

3.3 *Dates for future meetings:* 1st Wednesday of each month except August, 7.00 p.m. at Mill House unless otherwise amended.

3.4 *NPSG membership:* the following was agreed:

- BN - liaison with PCC
- KO - liaison with Countess Gytha County Pre and Primary School

- TP - liaison with Medical Centre
- JP - to be asked to nominate a replacement for himself if he was unable to continue – specifically for liaison with Playing Field and abutting recreational facilities.
- BT – support for mapping – will not usually be attending NPSG meetings.

4. Project Plan – attachment to Terms of Reference

One question to be addressed later – time span for NP – currently shown as 2017-2030.

4.1 *Housing needs analysis*

4.1.1 Initial findings (SSDC monitoring and SHMA projections) and existing household surveys – **in process with JW**

4.1.2 SSDC Affordable Housing registers and existing housing types – **actions with JW and TC.**

4.1.3 Estate Agents and key local service providers – supplementary information for evidence base. Interview forms to be sent by JW and completed, if possible by one week before next meeting and returned to JW (otherwise tabled at meeting noting JC now away). **Action with:**

- **BN** for estate agents covering the area and St. Barnabas Church through the PCC
- **KO** for Countess Gytha School
- **TP** for Medical Centre and Supply Stores/PO
- **JP** (or his replacement) for Playing Field and abutting recreation facilities (i.e. Tennis Club and Bowls Club)
- **JC** for Memorial Hall and Mildmay Arms

4.2 *Potential Site Identification*

4.2.1 Existing research to be gathered: HELAA and for sites for affordable housing and new school – **action with TC and RHC**

4.2.2 Mapping – post meeting: BT confirmed he will support the mapping exercise. **Action with TC/RHC** to liaise with BT regarding information from 4.2.1 and information on existing maps in draft NP.

4.2.3 Land grades and clarification on exception site definition – **action with TC**

4.2.4 It was agreed that a ‘call for sites’ was premature and the need would be reviewed at the June meeting. **All to consider** how this could be managed.

4.3 *Draft Plan ongoing actions – the quick wins – for discussion at June meeting*

4.3.3 Safe walking routes around the village and missing links – **action with SM/KO/TP**

4.3.4 Local Green Space designations – **action with SM/RHC**

4.3.5 Employment needs – maybe more relevant given HELAA sites are for mixed use.

4.3.6 Community projects/site allocations

4.3.7 Village design guidance – do we need additional expert support?

4.3.8 Key Event Plan – the need for, which package and who to manage?

4.3.9 Draft Consultation document – is ‘Survey ‘16’ robust enough to be listed. It was noted that this year’s AVM may not qualify as a consultation event.

4.4 **Next Meeting** – full group: 7th June, 7 p.m. Mill House.

Meeting closed at 9.05 p.m.

Rosemary Heath-Coleman

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To: Attendees and Apologies

Cc: District Councillor, Mike Lewis
PC Chairman, John Brendon
Parish Clerk for Parish Council