



Neighbourhood Plan Steering Group

5th Meeting at Mill House, Queen Camel,
14th June 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:** Kate Oram (KO)
Absent: Jamie Paul (JP)

1. Welcome & Apologies

RHC welcomed everyone and noted KO's apologies due to family situation. It was agreed that RHC would contact JP regarding his input in respect of the playing field.

2. Conflicts of Interest: NPSG members to note during meetings when land or other matters are discussed if there could be a potential personal conflict of interest. There were no conflicts recorded for this meeting.

3. Report following meeting 10th May: arising and not included elsewhere:

- Feedback from PC meeting, 12th June, including Budget and its procedure, and questions submitted at AVM. There was no discussion at the PC meeting and the budget will, therefore, be re-submitted with this report.
- To be c/f – Timeline – **action with RHC**
- Submission of consultant's invoice – JW had submitted but was too late for the June PC meeting.

4. Project Plan – attachment to Terms of Reference

4.1 *Housing needs analysis*

4.1.1 JW tabled a working document, titled 'Housing Review'. This will be continually updated as information is fed to JW including that under 4.1.3. It was noted that a snapshot today showed seven families on the SSDC housing register.

NB: Previous Housing Needs Analysis for QC, done through SSDC: 1st in 2007 (13 identified from memory), 2nd in 2011 (30 identified). These formal surveys are still available, with a charge, through either the Community Council for Somerset or SSDC, if and when required after the launch of the NP.

4.1.2 *Existing housing breakdown* – the 2011 census gives total houses of all descriptions as 374 (since that date +20 at Roman Way, 2 in Laurel Lane and 2 holiday bungalows on West Camel Road) with a breakdown of housing type but not size.

Yarlington Housing Association Lead Officer, Jason Young (404561) has confirmed:

	Total	YHA
Cleveside Close	37	37
Englands Mead	12	10
Hill View	15	2
The Glebe	37	2
West Camel Road	21	5
West View	8	2

When built all were Council owned, except The Glebe which was always two = total 95.

Today = 58 – now augmented by 20 AH at Roman Way – but still an overall shortfall.

YHA previously classified Cleveside as Level 2 Assisted Living. This is now lowered to Level 1, Independent Living Scheme. Level 3 = extra care.

4.1.3 *Supplementary Information for evidence base:* The following forms were given to JW for feeding the information into the *Housing Review*:

- Estate Agents - 4 returned out of the 12 targeted by BN
- Service Providers:
 - Medical Centre via TP (nothing from the Supply Stores)
 - Mildmay Arms via JC
 - Memorial Hall via JC - clarification needed on the percentages quoted – 10% under-used but if 6% more people a bigger hall needed. **JC**

The following forms were still outstanding:

- St. Barnabas through PCC via BN – form not yet completed
- Countess Gytha School, form sent by KO, pursued that day by RHC, school office pursuing. **KO**
- Playing Field and adjacent Bowls and Tennis Clubs – **RHC to speak with JP**

4.2 *Potential Site Identification*

- 4.2.1 Land grades within parish – electronic copy of map to be located **TC**
- 4.2.2 Land research by SCC for new school – see copy ‘alternative sites’ attached.
- 4.2.3 Landowners of land within parish – to be identified on map **RHC/TP/KO**
- 4.2.4 Agricultural policy – proposal to be prepared **BN**
- 4.2.5 *Clarification on boundary regulations and exception site definition* – boundaries for towns remain but have been removed for ‘settlements’. QC defined as a settlement. Settlements may reintroduce if considered beneficial. Group to review the need to re-introduce. **ALL**
- 4.2.6 *Timing and procedure for a ‘call for sites’* – agreed timing appropriate. To be by a letter to landowners of fields within the parish boundary and a notice to all residents (through Camels Magazine was proposed and, if permitted, the website and PC Notice Boards). Post meeting: JW sent copies of ‘calls for sites’ used elsewhere. RHC to draft for QC and to share with group from Monday, 19th, noting formal deadline for magazine is 20th of each month (an insert, therefore, suggested). **RHC**

4.3 *Other ongoing actions and matters being reviewed:*

- 4.3.1 Safe walking/cycle/horse riding routes around the village and missing links – **action c/f with SM/KO/TP/RHC**
- 4.3.2 Local Green Space designations – **action as for 4.3.1**
- 4.3.3 Employment needs – maybe more relevant given HELAA sites are for mixed use. **JW**
- 4.3.4 Community projects/site allocations – BN reviewing needs for public venues.
- 4.3.5 Village Character Statement (Appendix 5) – BN reviewing the need for expanding to include agricultural landscape.
- 4.3.6 Updating maps in draft NP – **action with TC/RHC – Ben Turner**
- 4.3.7 Draft Consultation document – is ‘Survey ‘16’ robust enough to be listed? Also need for public consultation – noting also that 2017 AVM will not qualify as a consultation event.
- 4.3.8 Time span for NP, currently shown as 2017 – 2030: propose that this is extended probably to 2034.

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

4.4 **Next Meeting** – full group possibly 5th July, 7 p.m. Mill House.

RHC to confirm by 28th June

Meeting closed at 9.00 p.m.

Rosemary Heath-Coleman

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To: Attendees, Absentees and Ben Turner

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

Afterword: The following questions were submitted by residents via the Suggestion Box at the meeting. **They will be put before the Parish Council at its meeting on 12th June and, where appropriate, passed on to other organisations concerned:**

- Could exercise equipment available to all be installed on the Playing Field?
- Could there be some cycle paths around the parish?
- Could householders be asked to tidy up the fronts of their houses, removing weeds and rubbish?
- What is happening about the large housing development which is rumoured to be for the West Camel road?
- What is happening about parking outside the school?
- What is happening to the old school?
- When is the pavilion going to be replaced or refurbished?
- When will the path to the school from the Glebe be completed?
- Should a limit be introduced to a Councillor's length of service so as to encourage others to volunteer?

Hi Tim

I have detailed below the expressed 1st choice need for Queen Camel below:

1 Bed	5
2 Bed	2
Grand Total	7

Leisa Kelly
Housing Development Officer (Rural)
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