

## Sturton Ward Neighbourhood Forum - Steering Group Minutes

Wednesday 05/12/18

**Present:** Alan Guest (in the chair), Will Wilson (BDC); Cllrs Colin Keyworth, Brian Marchant, Phil Appleyard; Charlotte Overend plus residents and members of the Steering Committee representing their PCs  
Sara Stilliard (minute taker)

### Public Forum

None present

**Apologies for absence:** Luke Brown; Paul Tuddenham and Cllr Judith Goacher sent their apologies

**Declaration of Interest or Conflicts of Interest:** none

### Chairman's remarks on the agenda:

Alan highlighted the new, more formal, agenda for all meetings from this point – ensuring all important actions are covered

### Minutes from Steering Group meeting held on 31/10/18

The minutes were signed off by the Chair as a true record of the meeting

### Matters Arising from the minutes – not on the agenda

Alan Guest had not received any requests for more maps from BDC but they are available if needed.

Alan Boxall has started compiling all information to enable him to keep a formal records

Bruce Herrington has started work on publicity

### Formalising roles and responsibilities with the Steering Group

A 'Terms of Reference' for the group has been circulated by Alan and this was discussed

Cllr Appleyard raised the potential issue of Parish Councillors resigning from their post at the May 2019 elections – in which case new representatives will have to be nominated

Cllr Marchant asked that in the 1<sup>st</sup> paragraph of the Membership section the word 'Groups' be removed to avoid confusion and on page 2 the word 'groups' be changed to 'residents' **Action Alan Guest to make these amends**

Alan Boxall asked about voting rights and was told there would be one vote per Parish – each PC transmitting the views of the resident representatives. All decisions will have to be unanimous.

A separate document covering what constitutes a 'Conflict of Interest' has been produced with input from Cllrs Keyworth and Ferguson and Alan will circulate a final draft of this for agreement / adoption at the next Steering Group meeting **Action A Guest**

There should ideally be up to 2 Parish Councillors and up to 2 other volunteers (giving a maximum of 3 representatives) per Parish attending each SWNF Steering Group meeting as the **working / decision making group** – if it were too big it could become unmanageable. All other volunteers and residents are welcome to attend any and all meetings and will be able to speak if they wish (see the following point) but not vote on decisions. Smaller working groups can be formed, to work on issues such as publicity, which will be led by Bruce Harrington.

The minutes of each meeting will be circulated to the Chair of each PC and all PC representatives by the Clerk and they will then circulate them more widely to all other appropriate recipients. In Wheatley all Councillors will receive a copy of the minutes as agreed at the last PC meeting for example **Action Clerk** Brian Shead is willing to publish the minutes in Clays Contact **Action Clerk to include Brian Shead on her circulation list**

### **Report from Consultants / BDC**

Will Wilson told the meeting that public involvement is likely to increase once sites for development have been published and was pleased to see the Public Forum section at the top of the agenda. Allowing the public to speak only at that point will mean the work of the meeting is not disrupted.

The strategic draft of the BDC New Local Plan, with required housing figures, will be published on December 18<sup>th</sup> **Action Will to let Alan know when it is available**

Alan has spoken with AECOM (Abi Rhodes) who has submitted the application to Locality for AECOM to work on Site Assessments.

### **Site Assessments**

The submitted sites have been mapped and are going through the first assessment by statutory consultees - this will be completed by mid-December. Will suggested that any site where planning permission has been granted and building work has started is NOT included but where building work has not yet begun they can be included. Because there are circa 30 sites under consideration Sturton Ward has 'complex status' with regard to funding.

The sites include land which had previously been submitted to BDC, even if it has not been submitted in this latest call for land. It is better to have too many sites to consider. If a number of sites up to the 20% cap are agreed it will block speculative applications and control infill development – leaving less to chance i.e. a landowner would have difficulty developing land outside of the SWNP designated sites once any previous planning permission has lapsed.

The meeting agreed that all proposed sites will be included in the first public consultation process for each Parish to ensure total transparency and so residents can see what comments have been made on each site by the statutory Consultees (there could be the right of appeal for example if a site has been ruled out and the community thinks that it would be a good location.) There can also be negotiation about a part of a large site if the whole area is not suitable / accepted for example.

**Action Will to see if there is the capacity within BDC for someone to attend the public consultation process for each parish.** Luke Brown is leaving BDC at the end of December so resource will be stretched in the short to medium term.

### **Mapping of Developments since January 2015**

Each Parish agreed to do this to demonstrate the density of recent developments and the type of housing being built. Properties completed or started are to be included and it should include New Build, Commercial building and conversions of farm buildings to residential dwellings for example. **Action all 3 PCs to have done this by the next meeting**

### **Extent of Single Occupancy dwellings**

Alan has a spread sheet of statistics at a Ward level from the 2011 census which can be used to help with this assessment of where there are people who may want to downsize within each village. Local knowledge also to be used where possible. **Action each Parish to produce an estimate by the next meeting**

## **Housing needs assessment**

AECOM is waiting for the BDC Local Plan to deliver required housing numbers. They will use ward wide statistics which may need to be supplemented locally since they have no data by individual village

## **Character assessment**

It will be very important to delineate what property will look like, including the correct mix of property types. Alan has now applied for the grant for this work – via the Big Lottery fund – there will be a decision in February 2019 with work starting hopefully on March 1<sup>st</sup>.

## **Review of Existing Neighbourhood Plan**

The current plan is pretty good and does not require a lot of change. This will be picked up in the New Year

## **Publicity**

A one page A4 summary of what is happening and what happens next and when has been suggested as a leaflet to invite people to get involved / engaged with the process asap **Action Alan / Bruce to produce this for next meeting**

The sources for publicity include:-

Clays Contact

Shops / Church notice boards / village notice boards

Newsletters

The website

Facebook links to and from schools and other relevant pages

Leaflets delivered to all homes

Word of mouth

Formal quarterly public meetings

It will be important to use as much free publicity as possible to maintain transparency of the NP process and maximise information for residents within the constraint of a limited budget (see finance section below)

A SWNP web page should be the prime source for all information – there is already a page but this needs to be updated and reviewed and must be kept up to date. Site allocations would be published on this site for example **Action Alan and Bruce to arrange a meeting with Steve Rockcliffe to progress this**

There will need to be an arbiter for web content and other texts – suggested that **Alan and Cllr Marchant take this role**

## **Financial matters**

The grant of £8,633.00 was received in Wheatley PC's bank account in August

To date £786.96 of this has been spent as follows:-

Advertising costs      £535.20

Design cost            £ 42.00

Leaflet print            £209.76

The remaining £7,846.04 is earmarked for the following estimated spend to the end of March 2019

Helen Metcalf          £6,250.00

Village Hall Hire        £ 220.00

Public meeting costs   £ 150.00

Admin costs            £ 190.00

Web site costs          £ 100.00

Publicity costs          £ 936.00

**Planning for future actions – first quarter 2019**

**Action Alan to produce action points for the next meeting**

**Correspondence**

None

All correspondence currently goes via the Clerk or Alan Guest

**AOB**

None

**Date of next meeting**

Wednesday 23<sup>rd</sup> January 2019 at 7pm at Wheatley village hall