

Sturton Ward Neighbourhood Forum - Steering Group Minutes

Wednesday 23rd January 2019

Present: Alan Guest (in the chair), Will Wilson (BDC); Cllrs Colin Keyworth, Judith Goacher; 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

1. Apologies for absence: Alan Boxall; Isabel Robinson and Sharon Rowlands sent their apologies

2. Declaration of Interest or Conflicts of Interest: none at this stage

3. Chairman's remarks on the agenda:

The Chair welcomed Bevan Adams and Roger Barnacote to the meeting – representing Sturton le Steeple and Wheatley respectively.

4. Minutes from Steering Group meeting held on 05/12/18

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

5. Matters Arising from the minutes – not on the agenda

Alan Guest had made changes to the terms of reference as requested – although additional changes will be needed – see below.

Alan has not yet produced the document on what constitutes a Conflict of Interest or produced an action plan for the next 3 months **Action Alan for next meeting**

The Clerk confirmed that Brian Shead is now on the circulation list

The new Local Plan published by BDC has been sent to all councillors and members of the Steering Group
A meeting has been held between Steve Rockcliffe and Bruce Herrington re. publication of material on a dedicated SWNP web site

6. Steering Group terms of reference

Cllr Goacher queried the composition of the Steering Group representatives from each village and said she thought that 2 members of the PC and 2 residents would be more balanced, ensuring that the NP process was not PC led. Although there were some concerns about the size of the Steering Group it was agreed that 2+2 would be preferable, particularly if some members of PCs were stepping down in May. Bruce Herrington kindly volunteered to be the second North Leverton resident representative. The additional resident members from Sturton and Wheatley are to be advised **Action Sturton / Wheatley PC members**

7. Report from Consultants / BDC

Consultation on the strategic draft of the BDC New Local Plan is now live. 2 hard copies per parish were provided by Will Wilson at the meeting.

Public consultation events throughout Bassetlaw have started and one will be held in Sturton le Steeple Village Hall on February 5th between 4-8 pm. **Action Will Wilson to send PDF of the publicity material to Bruce Herrington and Alan to publicise the event and encourage as much participation as possible**

With regard to the numbers of houses required from each village i.e. up to 20% of current homes – Will confirmed that those houses which have planning permission granted from April 2018 can be deducted from the numbers, if they are built, along with any houses built since August 2018 (which is when the number of dwellings currently in each settlement were counted).

Will told the meeting that the plan should then state how each village wants to manage the development of homes i.e. allocate sites for the total number up to the cap – excluding any other areas where houses can be built - or allow some flexibility for a windfall / infill policy for example. There may be different policies for different settlements

8. Site Assessments

The submitted sites have been mapped and have gone through the first assessment by statutory consultees i.e. Highways / Conservation and Planning. Wheatley PC has checked the site map for accuracy and made some amends. **Action Sturton and North Leverton PCs to do this to make sure there are comments for all the sites submitted**

There were no major concerns about drainage **Action Will to forward the drainage report to Alan for circulation** However North Leverton and Wheatley have both experienced serious issues with their drains in the past. Ian Davies has agreed to meet the group with Seven Trent Water (which has always said there is capacity whenever planning permission is sought) if there are concerns with any of the sites **Action Nth Leverton / Wheatley PC to meet with Ian if required**

An AECOM consultant – Abi Rhodes - will be in the villages on Friday February 8th to look at all the sites from a technical perspective although reservation was expressed re the ability for AECOM to assess all the sites across 3 villages in one day. Their assessment will be added to the statutory consultee comments and to the public consultation comments which will then give rise to the final traffic light system of ranking for each site. **Action Alan to agree date and times with the AECOM consultant and inform the Steering Group.**

Action Alan to circulate the frame of reference for AECOM so the Steering Group can check they have fulfilled it on completion of their work

The Public Consultation on sites should be held after AECOM have submitted their comments so that residents can see all the comments made in conjunction with every site. April is therefore suggested – after the Easter holidays i.e. after 23rd April. Ideally these public consultations will take place in one week if possible. Will Wilson will be available to attend at this time

It is suggested that each public consultation is held between 4pm – 8pm and there will need to be enough volunteers to man the meeting during these times. An attendance log for each event will be needed

Action each village to decide on their preferred date in the last week of April

Action Alan to liaise with Will Wilson re his input / dates

Advance information on the sites and publicity about the public consultations will be needed – see below. It is also suggested that the web site is configured to allow on-line comments by residents who may not be able to attend a public meeting – capturing their names and addresses as well as comments. **Action Bruce Herrington to brief Steve Rockcliffe on this**

9. 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.

Sturton PC has done this **Action North Leverton and Wheatley PCs to have done this by the next meeting – maps available from Alan Guest**

10. 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.

Will Wilson is happy to give a tutorial on how to find demographic data – date for this to be agreed if enough people will attend – to be advised.

Sturton has produced this, using 2 year old census data and has a figure of 26 homes.

Action Cllr Goacher to complete the exercise for Wheatley and North Leverton also needs to do this

11. Housing needs assessment

AECOM has started the process now that the BDC Local Plan has delivered the required housing numbers. This is likely to be ready for June 2019

12. Character assessment

Some of this was done for the previous SWNP and may be transferrable providing a good starting point. The Big Lottery funding application has been rejected for an update but Locality does fund 'design codes' - Lound took advantage of this with a good quality output. BDC would like to see Character Assessments in the new plan **Action Alan to follow up with Locality re their grant funding for this area of the plan**

13. Review of Existing Neighbourhood Plan

The current plan is pretty good and does not require a lot of change. This work can resume now that the BDC Local Plan has been published. **Action Alan to circulate the original list of who agreed to do what**

14. Publicity

Steve Rockcliffe has updated the SWNP pages

Bruce Herrington agreed to pull together a plan of what publicity is required for the public meetings to be held in April re Site Allocations **Action Bruce**

Leaflets publicising the New Local Plan Consultation event to be held in Sturton on February 5th to be distributed within each village **Action All**

15. Financial matters

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

To date £1,484.96 of this has been spent as follows:-

Advertising costs	£577.20
Leaflet print	£209.76
Hire of halls	£ 48.00
Consultant cost	£650.00

The remaining £7,148.00 is earmarked for the following estimated spend to the end of March 2019

Consultant cost	£5,600.00
Village Hall Hire	£ 274.00
Leaflet costs	£ 240.00
Publicity costs	£1,034.00

It is very unlikely that this will be spent by the end of March but hopefully it will roll forward following the application for further funding – without having to be repaid and reclaimed. **Action Alan to apply for / contact Locality re the next grant at end February**

16. Planning for future actions – first quarter 2019

Largely covered in previous points **Action Alan to produce action points for the next meeting**

17. Correspondence

None

18. AOB

Everyone on the Steering Group to encourage people from each village to attend the BDC Consultation event re the New Local Plan on February 5th and also for individuals / all PCs to comment separately.

Alan has offered to collate comments on behalf of the Steering Group **Action All**

19. Date of next 2 meetings

Wednesday 7th March 2019 at 7pm at Sturton le Steeple village hall

April 3rd at North Leverton Methodist Church at 7pm