

Sturton Ward Neighbourhood Forum - Steering Group Minutes

Thursday 7th March 2019

Present: Alan Guest (in the chair), Will Wilson (BDC); Cllrs Colin Keyworth, Judith Goacher; Charlotte Wright; Gordon White; Phil Appleyard; plus residents and members of the Steering Committee representing their PCs

Sara Stilliard (minute taker)

Guest: James Naish observing the meeting

Public Forum – no comments

1. Apologies for absence: Brain Marchant; Steve Moir; Steve Vickers and Charlotte Overend sent their apologies

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

3. Chairman's remarks on the agenda:

Numbering of the agenda items had gone a bit strange. **Action Clerk to amend for next time**

4. Minutes from Steering Group meeting held on 23/01/19

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 / Will and his team thanked everyone who had delivered leaflets encouraging residents to attend a public consultation meeting on the New Local Plan. As a result of this there was an excellent turnout of about 60 people at Sturton Village hall with positive discussions.

6. Steering Group terms of reference

Following the last meeting a change was made to the composition of the Steering Group and equal numbers of Parish Councillors and resident volunteers. This was ratified and the additional resident members were welcomed by Alan. **Action Clerk to remove this item from the agenda now**

7. Report from Consultants / BDC

Consultation on the strategic draft of the BDC New Local Plan closes on 10th March and Will Wilson urged everyone to make their comments known. Sturton Parish Council had already submitted their comments and Alan offered to compile any others and submit them on behalf of the Steering Forum **Action all / Alan**

8. Mapping of Developments since January 2015

Cllr Keyworth has done this for Wheatley Parish and Cllr Marchant for Sturton le Steeple Parish. North Leverton PC needs to do this **Action North Leverton group**

9. Site Assessments

Abi Rhodes and colleague visited each Parish on Friday February 8th to look at all the sites from a technical perspective and Alan thanked all the guides who took them round the sites. The 'site assessment proforma' used by AECOM has been circulated to all by Alan. A first draft of their comments is expected in April in time for Public Consultation meetings to be held at the end of April. Ideally there will also be time for the Steering Group to look at / attach these comments to their site maps. **Action Alan to ask if the draft reports can be ready for w/c April 3rd**

North Leverton's group has made their comments on the sites which have been forwarded to AECOM along with comments on footpaths which need updating on the maps produced by BDC. **Action Alan and Will to ensure that AECOM are fully aware of these comments.**

Action Alan to ensure that even if AECOM discounted or did not assess a submitted site it will still be included on the map for the public to consult on

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 and Cllr Goacher has made an assessment for Wheatley at 54 single occupancy homes and Cllr Marchant has done the same for Sturton le Steeple at 26. **Action Clerk to make an assessment for North Leverton and send to the PC representatives for sense checking**

11. Housing needs assessment

AECOM has started the process now that the BDC Local Plan has delivered the required housing numbers. Alan is expecting the first draft in March and AECOM have asked for responses back within 2 weeks of receipt. **Action Alan to ask for more time to respond.** This can be cross referenced with local knowledge on single occupancy for example.

12. Character assessment

AECOM offers a support package for this called Design Codes. Helen Metcalf recommends that this is done since what they offer is worth having. Abi at AECOM is making the application for the funding on behalf of the Steering Group.

AECOM will want to look at previous Village Design Statements done for the previous SWNP including maps and photographs. **Action Alan to highlight these to AECOM**

13. Review of Existing Neighbourhood Plan

Alan had circulated the original list of who agreed to do what. **Action all to look at it again and confirm their actions. Leverton needs to work with Wheatley and Sturton re flooding for example**
Any changes to be notified to Alan please and he will then recirculate and add names to all the action points

14. Format for the public consultations in April

Alan has already sent out a list of actions – no further comments were received from the floor.

The dates have been set at April 23rd for Sturton; April 24th for North Leverton; April 30th for Wheatley These could be changed however to match AECOM deadlines. **Action Bruce to remind Alan about a change of date if necessary on March 15th which is approaching the copy dates for meeting publicity**

15. Publicity

Bruce suggested that the public consultations should be publicised via full page adverts in Retford Life and Clays Contact along with editorial in both if possible. A leaflet drop in each village will ensure that all residents are informed and the leaflet would be the same as the adverts with meeting dates overlaid on 3 versions of the leaflet.

Bruce is looking at the web site comments form with Steve Rockcliffe. It will need to include names and addresses (to allow filtering of multiple responses for example) along with the site number being commented on and the narrative. There will also be a GDPR sign off for the website and paper response forms. **Action for PC data officers to agree the words for this**

Paper copies of the response form will be available at the consultation meetings for those preferring hard copy.

All responses to be directed back to the DPOs in each Parish for collation and analysis. 2 weeks to be allowed for resident responses following the public consultation meetings.

16. 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

The bulk of the remaining money is earmarked for Helen Metcalf – her work having been delayed by the delays in the new Local Plan such that she will not be doing anything more until April at the earliest. Whilst the unspent money paid this year will have to be repaid Alan is expecting Locality to signal our application for 2019/20 funding later in March

17. Planning for future actions

Action Alan to meet with Will to plan these and report at next meeting

These actions will feed into the budget which Alan is preparing for the financial year 2019/20

18. Correspondence

None

19. AOB

None

20. Date of next 2 meetings

April 3rd at North Leverton Methodist Church at 7 pm

May 30th at Wheatley Village Hall at 7 pm **Action Charlotte Wright to book the hall**