



Minutes of Steering Group Meeting – NDP
Monday 8th May 2017, 7.30pm
St Peter’s Hall

In attendance:

Roger Townend	Rob Hunter	Keith Hardie	Paul Plowman
Sarah Beggs	Rachel Underwood	David Smith	Peter Gratton
Barbara Gratton	Steve George	Marin Lowms	Bill Bloxsome (DO)

Apologies: Brian Roe, Richard Gardiner

1. Declarations of Interests / Previous Minutes

There were no changes to the interests previously declared. The minutes of the last meeting were approved and signed by RH.

2. Draft Business Objective

A draft was circulated in advance of the meeting. The following wording was agreed “The Plan will include proposals and policies to support and encourage the development of small and home-based businesses, provided such businesses do not adversely affect the residential and environmental amenity of the Parish”. The policies in the Plan will set out more detail and ensure there are no ambiguities, especially with regard to what is a “small” business. They can also deal with restrictions relating to agriculture.

3. Drafting Policies for the NDP

BB from Data Orchard gave a presentation. He explained that whilst it wasn’t necessary to define a settlement boundary or development area in our NDP, HC do prefer this as it distinguishes between those areas where development will be permitted and our planning policies will apply on the one hand, and open countryside where planning will be more controlled on the other. It is possible to have more than 1 development area. It is also possible to define areas within the settlement boundary as local green spaces where development will not be permitted. Development tends to be focused on the main settlement in a Parish, but it might be possible to include sites outside of this if they meet certain criteria, especially if viable sites come forward and the area in which they are located lends itself to being another development area.

It is beneficial to include an “allocated site” in our NDP to contribute to our housing requirements, in addition to infill sites. However, an allocated site requires a minimum of 5 houses which is more than our Parishioners wanted. The questionnaire revealed they wanted sites of no more than 2-4 houses. One way to deal with this would be to say that large development sites will not be permitted in the Parish because it is an area of outstanding natural beauty (AONB) and large sites would constitute major development which is not permitted in an AONB except in exceptional circumstances.

When considering sites for development, we must consider whether the site is available, whether it is viable and most importantly, whether it is suitable. This will cover issues such as whether the development will fit sensitively, its effect on the natural, built and historic environment, the landscape character and the effect the development will have on residential amenity (this doesn't mean privacy or a view). Sites will have to be considered to make sure that there won't be any adverse pollution effects from development, that sewage can be effectively dealt with, that there is safe vehicular access, that the land is not contaminated and has not suffered flooding / land drainage issues. We should **all** start gathering any evidence we have from HC, the Environment Agency, Highways and people in the Parish about these issues. We can review the Parish Council minutes to see if any issues have arisen in the past, ask neighbours to provide statements about any issues they have suffered and review the comments made in the questionnaires. If the proposed land for development is agricultural land, the importance of the field to the agricultural holding will also have to be considered. We also need to determine which areas in the Parish are conservation areas, AONBs and special scientific interest and wildlife sites as these might also restrict development.

We need to decide what criteria any development sites will be assessed against and what policies we want to include in our plan (and in what order) taking into account the questionnaire responses. **BB** will circulate a list of criteria for us to consider. We only want to include policies that are important to our Parish. For all other issues, we can rely on the Core Strategy. **RH, RT and SB** will prepare a first draft of the general policies / criteria we might want to include and in what order and at our next meeting we can refine this.

We need to check with HC what our current housing target is as of 2016.

BB will let us have a definition of affordable housing.

4. Call for Sites Process

This is already underway. We included a call for sites in our public meeting and have put it on our website. **RH** will include it in his article for the Peterstow Times and **RU** will produce some notices that can be put up around the Parish (noticeboards, shop, church, pubs etc.). **BB** suggested that we set an end date for people to put forward their land. It was agreed that this would be 20th June so that we know what sites are available at our July meeting and can then set the criteria against which they will be assessed.

5. HC's Submission and Examination Workshop

SB attended this. It stressed the importance of the basic condition statement and consultation statement. **DO** can produce these for us, but we should compile evidence of consultation as we go. We have already started doing this. **RH** will send **SB** photos of the signs that were put up along the A49 advertising the open meeting and **RU** will send **SB** electronic versions of all flyers / posters produced.

HC will provide maps for us when it comes to Reg 16 submission. We must check these to ensure they are accurate. We will have to produce our own maps for Reg 14, so if we obtain an electronic OS base map then we can have areas / sites marked on it. **BB** will provide details.

It is likely that the examiner will make modifications to our final plan, but common problems to watch out for include ambiguous policy wording, failing to make the plan distinctive to our Parish, failing to provide evidence that is proportionate to the issue in question, including restrictive

policies, failing to ensure that the sites put forward are an appropriate size for the suggested development and including policies that are unrealistic and not viable. We also need to be careful with non-land use policies, local occupancy policies and local designations. **SB** will circulate a copy of the slides from the workshop.

6. AOB

- The Neighbourhood Planning newsletter 15 contains some important issues so everyone should read this if they haven't already done so.
- **RH** has drafted an article for the Peterstow Times and will submit it to Harry by 15th May.
- Finances – we have been awarded a grant of £3,307 to cover our work until November. **SB** will check with the clerk of the Parish Council whether the money has now been received.
- We will have a stand at the village fete on 22nd July to consult with the Parish on what we have been doing. This will be discussed further at our next meeting.
- The chairman of the Parish Council gave his thanks to the group for their ongoing work.
- There will be an open meeting on 27th May for the Parish to hear the proposals for development of the shop site. This is being organised by the landowner's architect, although he is liaising closely with the Parish Council.

The next meeting will take place on Monday 5th June at 7.30pm in St Peter's Hall, Peterstow.

There being no other business, the meeting closed at 8.45pm.