

## Neighbourhood Plan Steering Group 4<sup>th</sup> March 2019

### Chidham and Hambrook Village Hall 7pm

**Present** Sandra Davey-Snuggs, Stephen Johnson, Andrew Sargent, Keith Dimon, Philip MacDougall, Andy Collins, Jackie Sheppard, Martin McBride, Marie Gilby, Andrew Kerry-Bedell, Karl Seddon.

**Apologies** Jane Towers

**Minute Clerk** Lisa Wilcock

Meeting opened at 1903hrs

038/19	<b>Declaration of Interest.</b> No declarations were made.	
039/19	<b>Apologies for absence</b> Apologies for absence received from Jane Towers.	
040/19	<b>New Member</b> The group welcomed new member Karl Seddon.	
041/19	<b>Minutes from Last Meeting for Approval</b> The Minutes from the last meeting were approved. Noted that minute 029/19 is not suggesting that the site selection process is over.	
042/19	<b>Current Status update</b> Noted that Andy Collins (AC) has been sourcing a consultant to work with the NP group and has found one in Cheltenham. AC confirmed the stage the group had reached with the consultant and the consultant agreed to look at the NP to see if they can assist the group. As well as this AC has written to CDC to echo the reaction from the group. Noted that the email explained that the situation was not good enough due to finance, time and lack of support from CDC. Noted a separate email was sent to the group from District Councillor Jonathan Brown and District Councillor Penny Plant.	
043/19	Noted that it was felt that funding the consultant was a major issue as the group already had an estimate of £40,000 from another consultant to do the work required. Noted that the group discussed what they would use the consultant for. It was reported to the group that if CDC took back the site selection process then the group would still have to perform an aspect of an HRA and SEA reports which would add to the costs. The group repeated their disappointment with the lack of support and clarity from CDC. Noted that Tim Guymer was unavailable to attend the group meeting. A member of the group suggested that the consultant was handed the current draft NP in some order with the sites selected along with the policies and the list of aspirations. That draft document can then be used as a basis for the consultant to give the group their feedback and a quotation. The group discussed confidentiality. Noted that the HELAA document is a public document anyway. AC asked the group if he could pass this information on to the consultant. Noted that the NP would need to be reviewed in 5 years' time but the housing need it calculated over a 20 year period. Noted that a member of the group reported the actual ONS figures which show that the housing number is too high (9% over). Noted that the Parish Council had not had an acknowledgement of the letter hand delivered by the Chairman to Andrew Frost of CDC the previous week. It was <b>agreed</b> that AC is permitted to forward the draft NP along with comments the group have added to the consultant. AC to ensure confidentiality of the document at this stage.	Action AC.
044/19	<b>Review of public meeting</b> Noted that 92 residents were in attendance at the public meeting held on 28 <sup>th</sup> February 2019. The feedback forms were collected and 44 forms were received. There is a clear demand to form an action group. The Chairman of the Parish Council will pull the people together the interested parties but will not take part in or run the action group. The action group will be a separate entity, with its own terms of reference. To help to bring the residents together to form the action group 2 meetings have been arranged, they are both at 7.30pm on Wednesday 13 <sup>th</sup> March and then Tuesday 26 <sup>th</sup> March both in the Village Hall. These meetings will be	

	<p>advertised in the Parish Magazine and on the village website. Noted that once the group was formed it would be expected to report to the Parish Council meeting once a month to provide the PC with any feedback. Noted that Keith Dimon put together the analysis from the feedback forms which he spoke about in detail to the group. The group asked for a copy of the report. Noted that the report will be copied to the NP Group in due course but first it would be passed to Philip MacDougall. <b>Action Keith Dimon to copy the results from the feedback to Philip MacDougall.</b></p>	Action KD
045/19	<p><b>Site Allocation</b>  The question of whether the NP Group should give the site allocation aspect of the NP back to CDC or not. Noted that the next Parish Council meeting is on 7<sup>th</sup> March 2019 when the Parish Council should make the final decision. The group were asked to make a recommendation to the Parish Council. The group <b>agreed</b> to hold on to the site allocation of the NP and recommended that the Parish Council should not hand it back to CDC as this would relinquish too much control over the NP process. AC to feed this back during the next PC meeting.</p>	Action AC
046/19	<p><b>Grant for Site Allocation Work</b>  Noted that the funding process was discussed. Noted that CIL monies are permitted to be used for NP purposes, Locality grants were not available until, at least, the new Financial Year and there are possibly other funding avenues that can be explored. One idea was to use CIL monies as an advance on the Locality Grant subject to approval. The Precept was discussed but that deadline had now passed and was not up for review until the end of the year. Noted that if the group were to ask for CIL money from the Parish Council they would have to justify it as with any grant application. Noted that an action group may also raise money from residents who oppose all housing developments rather than residents that want the NP. Noted that the group agreed that they should have been better informed and informed earlier than they were as this made it very difficult. Noted that the Parish Council has £110,000 of CIL money but this money was set aside for a future Community Building. Noted that if a Parish are successful in reducing their housing allocation, the housing numbers will not necessarily be pushed to the next neighbouring Parish but can be pushed anywhere across the whole District. Housing stock was challenged by a member of the group who explained that current available houses were not being included within the figures. The group agreed to wait until a response is made to the initial letter sent to Andrew Frost of CDC. A vote was taken and it was <b>agreed that the group wished to keep the site selection, obtain a quotation from a new consultant, release the information to that consultant once confidentiality had been agreed.</b>  Noted that the group discussed financing the consultant. It was <b>agreed that AC would take the consultants quotation to the next Parish Council meeting to request a grant from the CIL money pot.</b> Noted that the Clerk and RFO would need to establish how CIL monies can be used for the NP as an IBP number would need to be used. Noted that CDC had already advised that CIL monies can be used for NP's.</p>	Action AC.  Action AC
047/19	<p>Noted that the draft policies document were distributed to the group and a copy of the draft document is attached the minute book. Stephen Johnson went through the policies and the following changes were <b>agreed</b>:-  Stephen Johnson to link the document to the NPPF where possible. <b>Action Stephen Johnson</b>  To list all the statutory bodies from previous plan <b>Andy Collins to give a copy of this list to Stephen Johnson.</b>  CDP2 – Primary School – allocation of land. Change the word 'should' to 'must'. <b>Action Stephen Johnson.</b>  With reference to historical landscape - the point was any development should be non-detrimental to the historical landscape - can this be added to LP4. <b>Action Stephen Johnson.</b>  Convenience Store – impact of traffic and car parking - take the phrase under primary school delivery and put into convenience store section – <b>Action Stephen Johnson.</b>  Noted that there was a difference between a commercial unit and a unit set aside for</p>	Action SJ.  Action AC  Action SJ  Action SJ  Action SJ

	<p>a convenience store. Under CDP3 the group are looking for both. The group specifically want a store. <b>It was agreed that the NPPF should be referred to to see what is says about commercial units Action Stephen Johnson.</b></p> <p>Suggest addition of CDP4 to split it up – <b>Action Stephen Johnson.</b></p> <p>Noted types of housing was discussed and how this can be included within a Community Land Trust.</p> <p>H3 Density – change ‘must’ instead of ‘should’. <b>Action Stephen Johnson.</b></p> <p>Density – circulate the latest spreadsheet on density. <b>Action Stephen Johnson to pass a copy of the document to Philip and Martin.</b></p> <p>Elaborate on infrastructure within DS1 point 2. Can this be made very clear on what the requirement is? <b>Action Stephen Johnson.</b></p> <p>Noted that the group discussed electric charging points and how regulations have changed. Noted that the houses should be built with good insulation etc. to promote environmentally friendly builds and it was requested that this was put into the policies.</p> <p><b>Action Stephen Johnson to distribute the revised draft policy document to the group.</b></p> <p><b>Action whole group to read it and email adjustments to Stephen Johnson.</b></p> <p>Need to insert the CHEMROUTE statement which can be found on the last Parish Council minutes – agreed at last PC meeting. <b>Action Stephen Johnson.</b></p> <p>Karl Seddon to send Stephen some wording with regard to shared spaces. <b>Action Karl Seddon.</b></p>	<p>Action SJ Action SJ</p> <p>Action SJ Action SJ</p> <p>Action SJ</p> <p>Action SJ Action All</p> <p>Action SJ</p> <p>Action KS</p>
	<p><b>Any Other Business</b></p> <p>Noted that during the public meeting there was a query over parking at the Hambrook train station. The group agreed that the developer who acquired the parking should be asked to return the land to enable the area to be opened up to train station users. Noted that the Parish Council had written to the developer about this in the past.</p> <p><b>Action Andy Collins to speak to the Clerk to see what the last correspondence was on the matter.</b></p> <p>Noted that Pallant Homes open day had been held on 1<sup>st</sup> March 2019.</p>	<p>Action AC</p>
	<p><b>NEXT MEETING 11<sup>th</sup> March 2019 – Village Hall.</b></p>	

Meeting closed at 2109 hrs