

## **Minutes of the Neighbourhood Plan Steering Group (NPSG)**

**Monday 6<sup>th</sup> December 2021 at 7.00pm – via Zoom**

**Present:** NPSG Members: Alison Alexander (Chair), Ian Catherall, Mike & Cheryl Loverock, Tom Lowry, Ed Vidler, Andrew Mogford  
Bruce Thorogood joined late and did not take direct part

**Attending:** Duncan Smith (SHDC) arrived item 9  
Karen Smith (Clerk) and 1 Member of the Public

**1) Parishioners Time** – Nothing raised.

**2) Apologies** – None.

**3) Approval of Minutes** – the minutes from 16/11/21 were approved.

### **4) Matters Arising re Open Meeting**

The new landowners of Site 8 are still to be contacted by AM with NPSG questions. **(CL to send copy notes to AM)**

### **5) Declaration of Interests and Dispensations relating to particular Sites**

- Alison Alexander (Chair) declared a financial interest in Site 8.
- Ian Catherall declared a financial interest in Site 4.
- Bruce Thorogood declared a personal interest in Site 13, being his next neighbour; also in Site 8, being across the road (non visual); and also in Site 10, being across the valley (visual).
- Tom Lowry declared a personal, non pecuniary, interest in Site 21.

### **6) Finance**

Ed has submitted the next grant application in the sum of £4,000.

### **7) Consideration of Draft Plan**

It was agreed not to list the individual names of NPSG members in the Plan and simply refer to them as the group.

- SNP1 – 2) 'where possible' is to be kept in
- SNP5 – 3) Lee has asked that we add the size of the light industrial site but the group wondered if this was really necessary. (The boundary of Site 30 needs to go onto the map as well.)
- 5.3 - 'of which' 25.7% are self-employed
- Pg 24 - Under Aspirations d) add Memory X

### **Maps Required**

- Overall map of Staverton Parish
- Boundary map – **IC to clarify Beara; everyone to look at Memory X, particularly in relation to Whiteway.** Site 30 not to be included because not a settlement
- Site map – Site 30 to be included
- Bat map
- Open green spaces map **(clarify WG green space)**

- Map of or link to Listed Buildings? Duncan later confirmed link sufficient.

**All to look at maps and send feedback to Tom by Monday 13<sup>th</sup>. Tom to make changes and send to SHDC** – all agreed SHDC should produce maps so presentation of documentation is consistent.

**Note: Must have questions answered by Site 8 landowners before Plan and maps are finalised. If do not intend to develop Site 8 before 2034, then it becomes undeliverable and may not be included at all.** It was queried that Land Registry info still not updated – Alison to check.

Last meeting the Clerk was asked to proof read the Plan before printing. The group now decided that time does not allow for this due to SHDC's deadline. It is still a DRAFT plan and is anticipated that there may well be changes to make post consultation. Lee to ensure that Woolston Green is consistent right through the Plan.

Tom left the meeting at this point.

## 8) Consideration of Evidence Paper

The redrafted Evidence Paper was checked and amendments are required:

- Under Local Context – one primary and one prep school
- Capital letter on WG in no. 7
- Wording to be amended under 23. 'Severely limited the number of sites being put forward for development in the Parish'
- Important to emphasise that more sites will be available in the future for appropriate development in the area.
- Under 32 – partial development with 6 dwellings (rather than 'of')

## 9) Open Meeting – pre Reg14 (Duncan arrived during this item)

- £100 allowed for in grant – Victory Hall £40, Court Room free.
- No refreshments due to Covid, no mingling to be encouraged. People will be required to book. Socially distanced seating, masks & sanitiser – **CL to co-ordinate**.
- Publicity – Website. Banners will be used. Leaflet to be designed for a house-to-house leaflet drop. Something in Parish News – act quick (Dec deadline 10/12/21). Posters around the villages – with contact details to discuss/get a hard copy (AA/CL for Staverton, IC for Landscope). Letter on Noticeboards.
- Format will be Powerpoint Presentation covering policies and areas for discussion, then Q&A. Maps will be displayed around the room. Site Assessment grid will be displayed. At least 2 copies of printed Plan in the room. Most attendees should have had it digitally. ML can attach laptop to projector for reference to Plan content.

Duncan confirmed the following:

- the Evidence Paper and Assessment Grid should be Appendices in the Plan.
- The Plan should be made available digitally. The NPSG should NOT prepare lots of copies. The Evidence Base should all be available on the web for the public to view. A copy in library form should be made available in the Village Halls for people to drop in & view. In total, Duncan advised printing 5 copies for giving out on demand.
- The maps (as listed under 7 above) are important and required, although Duncan said a link to English Heritage would suffice in terms of the listed buildings. The group might want to think about identifying non-designated assets, lots of groups include this.

Duncan confirmed that the examiner will want to know that the group have formally consulted landowners.

- Duncan offered to do a screening of the Plan on the group's behalf – **AA will send copy.**
- The Reg 14 requires consultation for six weeks. The group are legally obligated to consult statutory consultees (**Duncan will send list to AA**). This involves writing them an email and directing them to our website. The six week consultation period can be opened with the Open Meeting OR the Open Meeting can take place during the consultation period. It is for the NPSG to decide on timings but these timings must be publicised – website.
- It is the NPSG's responsibility at Reg 14 to get replies in within that six week period. At Reg 15, SHDC will carry out consultation responsibility. The group should prepare a full and comprehensive table of comments and responses as the examiner will need to see everything. (**Duncan will send recent examples – AA**). The NPSG must advise parishioners that any comments made may have their name attached, but no further contact info. Letters out must be very clear that comments will be in the public domain. (**Duncan to send AA example of Parishioner letter**).
- Any questions/issues Duncan happy to receive. If need Duncan to attend next meeting, please give 2-3 days notice.

**10) Date of next meeting** – Monday 20/12/21 via Zoom 7.00pm – 7.30pm

Karen Smith, Clerk