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NOTES OF MEETING

Meeting: Neighbourhood Plan Steering Group Meeting

Date & Time: Monday 19th August at 7.00pm

Place: Council Chamber, The New Town Hall, Commercial Road

PRESENT:

Chair: Cllr David Northam

Steering Group Members: Colin Marsh, Howard Atkinson, Jon Orrell, Michael Bevan, Paul Barber, Penny Quilter, Phil Watts, Rob Cheeseman

Project Support: Michele Williams,

Special Attendance:

ITEM	DISCUSSION	ACTION	BY WHOM
1.	<p>Welcome and Apologies:</p> <p>David welcomed everyone. Apologies were received from Jane Biscombe and Lara Wood.</p>		
2.	<p>Minutes & Matters Arising:</p> <p>Point 3: Colin advised he had responded to Cllr O’Leary as requested by the SG at the last meeting.</p> <p>Jon advised that, as agreed by the Steering Group, he had also met informally with the leader of the Conservative Group.</p> <p>He reported that they may be content to drop objections to the Neighbourhood Plan if there were no site allocations.</p> <p>This was noted by the Steering Group. Jon observed that the public responses to consultations were in favour but not by an overwhelming margin. This risked loss of the plan in the final vote. It was agreed to continue with considering the responses to the Regulation 14 amending Policies where necessary including those allocating sites, but consideration would also be given to devising a criteria-based policy.</p> <p>Michael asked that if the Conservative party did not take up their position on the steering group whether this would be opened up to other Councillors. Agreed by group to leave it open and not offer to anyone at this stage of the process.</p> <p>Minutes of last meeting held 15th July were approved.</p>	<p>Upload onto Website</p>	<p>Michele</p>

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3.	<p>Update re Maps/HNA:</p> <p>David informed the group that following the successful funding bid a meeting with AECOM was held to look at updating the Housing Needs Assessment (HNA). Initially it was thought that we would just need to update the figures to reflect the latest census data but due to some changes in legislation etc the HNA would need to be redone. This process would take between 12-14 weeks which means that we would have to hold off submitting our Plan to DC until this is received. There will be 4 chapters now;-</p> <ol style="list-style-type: none"> 1. Type and Size - this chapter looks at the existing stock of housing (type and size) and demographics. These will be compared against the LPA and England as well as looking at the change between 2011 and 2021. We will provide an ideal mix of housing (size) for future development in the plan period. 2. Affordability and Affordable Housing - looks at local house prices, rents, and incomes to determine affordability. This also includes an estimate for the need for Affordable Housing. 3. Specialist Housing for Older People - estimates the need for market/affordable sheltered and extra-care housing. This can also provide evidence to ensure that future housing that comes forward is accessible and adaptable. 4. Second Homes & Holiday Lets - the starting point is looking at the % of empty dwellings. We can also look at the number of properties registered for business rates (self-catered holiday lets). <p>A meeting is being held with a different department of AECOM to look at the maps within the plan, looking at those that need redoing or improving. This will include the Incidental Open Spaces (IOS), which was mapped recently by Michele with the help of some of the councillors in their designated areas.</p>		
4.	<p>Next Steps:</p> <ul style="list-style-type: none"> ◆ With the new HNA our Plan will be delayed in being submitted to DC but still hope to be before the end of the year, aware that if DC undertake the Reg 16 Consultation before Christmas there will be an additional 2 weeks added to the consultation period due to Christmas holidays. ◆ Our flyer to every household will also be delayed until end of October to coincide with the plan being submitted to DC. But work on this needs to start soon as flyer needs to be with Royal Mail by 14th October 2024 at their Head office. 		

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	<ul style="list-style-type: none"> ◆ Once all the policy changes have been agreed then the theme leads will need to go through the supporting text. Once a draft has been completed it will be sent to both WTC to agree, and Locality to undertake a Health Check. Will also send a copy to DC for an informal response. ◆ David advised that he had a discussion with George Venning and was hopeful that we would receive the final Viability Report soon. ◆ We still have some time left of the consultant and we need to decide where we want to use these to get the best of his professional time. 		
9.	<p>Policies Discussion:</p> <p>Discussion was held on the site policies which will be updated in the submission plan, further meeting required to complete.</p>		
10.	<p>Any Other Business:</p> <p>Discussion around the Frequently Asked Questions paper – still some queries – everyone to read and have any comments ready for the next policies meeting.</p> <p>Agreed that the webpage needs some updating on where we are now and next steps, to ensure that public are aware.</p>	<p>Comments to Michele</p> <p>Webpage to be updated</p>	<p>All SG members</p> <p>Michele / Comms team</p>
11.	<p>Dates of Future Meetings:</p> <p>Date: Monday 16th September 2024</p> <p>Date: Monday 21st October 2024</p> <p>Date: Monday 18th November 2024</p> <p>Time: 7pm</p> <p>Venue: Council Chamber</p>		

Meeting ended at 9:05pm