

Neighbourhood Plan Steering Group Meeting Tuesday 28th November 2023, 7.30pm, Memorial Hall

Minutes

1. Present:

Jan Baines, Stephen Chard, Sue Cole, Chris Dean, David Harlow, Liz Harlow, Cllr Helen Hoier (Chair), Nick May, Elaine Scott (Clerk to GAPP), Cllr Mike Scott, Colin Wilkinson (Planning Consultant). Two members of the public were in attendance.

2. Apologies:

Catherine Baines, Jo Blackburn, Ron Johnson, Cllr Wendy Pidd

3. Minutes of the meeting held on 18th October 2023

These were accepted as an accurate record of the meeting.

4. Any declaration of interests relating to this agenda. *If any steering group member owns, or has any other interest in, land which has been put forward as a potential housing site, they must declare this as an interest. They must not participate in the discussion on the site assessment framework.*

Cllr Helen Hoier declared an interest in the site choice due to the proximity to her house.

5. Housing site assessment

a) Ratifying the scoring matrix

Colin Wilkinson, planning consultant, explained that three sites had been put forward and all three were scored using the site assessment framework produced for the purpose. The scoring was carried out on 22nd November by the housing sub-group of the Neighbourhood Plan Steering Group.

Colin shared the scoring matrix with the group and summarised the outcomes.

- Site A scored a high number of red – i.e. negative – scores, mainly on issues relating to potential impact on biodiversity, ecology and the environment, but also because of the large size and capacity of the site.
- Sites B and C scored identically against each of the criteria in the assessment framework except number 25 as detailed below.
- Site B scored 1 red for criteria number 25 because the size of the site means that it has capacity for 41 dwellings (according to an established density formula of 30 dwellings per hectare).
- Site C scored amber for criteria number 25 because the size of the site means that it has capacity for 27 dwellings (based on 30 dwellings per hectare).

b) Next steps/options for site assessment

Cllr Scott checked that there were no questions or concerns about the scoring or the process used. It was noted that the judgements were made against objective criteria, and that each site was judged on the same measures.

Cllr Hoier asked for a vote on whether Site A should no longer be considered, and this was agreed unanimously.

Cllr Scott pointed out that when considering next steps, the Steering Group needs to remember that whatever is agreed will need to be acceptable to the residents when the Neighbourhood Plan reaches the referendum stage. Responses to question 23 of the Neighbourhood Plan questionnaire strongly suggest only sites below 20 houses would be acceptable to the village, and that many would prefer fewer.

He then set out the options going forward based on the scoring.

i) To say no to all three sites.

This option was put to the vote and declined unanimously.

ii) To undertake a second call for sites.

This option was put to the vote and it was unanimously agreed not to carry out a second call for sites at this stage.

iii) To approach the developers/owners of sites B and C and invite them to submit plans for development which align to the housing preferences indicated by the responses to the questionnaire sent out in June 2023.

Colin Wilkinson would produce a development brief to guide developers/owners on the numbers, types and design of houses that would be acceptable as part of the Neighbourhood Plan, and to enable an objective choice of site to be made.

This option was put to the vote and accepted unanimously.

Cllr Hoier asked if the Neighbourhood Plan would affect the right of individual residents to build on their own land, convert barns, in-fill etc, and Colin Wilkinson said it would not affect planning decisions about so-called 'windfall sites'.

c) Summary of progress on tasks agreed on 18th October 2023

An update on progress on tasks was given by the sub-groups/members responsible. All tasks are in hand and there has been good progress. Cllr Hoier thanked the group for their work on this.

d) Feedback on documents emailed on 18th October 2023

- **Sections 1-3 of the draft NP**
- **V3 Project Plan**
- **V1 Design Code**

There was no written or verbal feedback on the documents.

New versions will be shared with the group for comment as soon as they are available.

e) Site assessment consultation event – provisionally 27 January 2024

It was agreed that the event should go ahead, and to include public display and consultation about any plans and other documents submitted by the developers/owners of sites B and C.

f) Action points

Colin Wilkinson to produce the development guide, to be approved by email by the Steering Group and then sent to developers for return by early January.

All tasks agreed in the October meeting to be completed by 12th December.

Colin Wilkinson to provide criteria for which buildings to include in the heritage section.

g) Date of next meeting

The next meeting will be on Tuesday 12th December at 7.30 pm in the Memorial Hall. This meeting will be to agree: the list of heritage buildings; the list of important views; the Green Space Designation.