

Benson Neighbourhood Plan Steering Committee Meeting  
25 May 2016

Minutes

Present - Jon Fowler (JR), Frank Farquharson (FF), Dave Rushton (DR), Edel McGurk (EM), Michael Winton (MW)

Apologies - Andrew Ashcroft (AA), Lorna Denby (LD), Martyn Spence (MS) Catherine Murray (CM), Philip Murray (PM).

SC= Steering Committee.

EM volunteered to take minutes

### 1. Review of Actions

1.1 All actions had been discharged with the exception of one. It had been decided not to proceed with a flyer insert into the Benson Bulletin, opting instead for a full page piece.

### 2. Update on Housing Needs Survey

2.1 The SC discussed the Housing Needs Survey which closes shortly (26 May). Some additional comms were issued by email and Facebook to encourage a last push. The SC reflected that 350 responses had been received by CFO at around a week to go. FF reported that he has continued to collect responses from the three drop off points in the village - there have been at least another 60 since last week.

**Action JF** to contact Martyn to explore getting some initial data in time for the drop in event from CFO.

**Action DR** to arrange to take down posters on Thursday 26th.

**Action FF** to continue checking for returns for a couple of days after 26 May.

### 3. Feedback on draft policies

3.1 JF had sent draft policies for several workstreams to AA for comment and advice on wording. FF and DR both shared their reflections on the feedback they have received on their policies, and expressed a need for some additional advice and discussion. There were two themes to this:

- a) how to phrase positive policies where the community wishes to discourage certain types of proposals or aspects to proposals eg the community infrastructure workstream's desire to discourage the provision of retail premises within new development (so as to meet the objective of an integrated village with a thriving centre), and
- b) how much detail it is necessary to provide in policies. Some of AA's feedback, for example, on a new community facility or on traffic management infrastructure, suggested a need for detail on exactly what should be provided, where and to what scale. The SC discussed its uncertainty about the risks and benefits of being so specific ie does a very specific NP constrain the community's ability to be open to innovative alternative solutions that a developer may come forward to propose. Are we tied to what is nailed down in the NP?

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3.2 JF suggested banking any policies that we are now comfortable with, and any that are not acceptable, we will consider in a face to face conversation with AA.

3.3 EM reported that her group had been discussing the advice previously provided by AA on early draft Green Infrastructure policies.

**Action EM** to send revised draft policies direct to AA.

**Action JF** to schedule more detailed policy discussion at a forthcoming meeting that AA can attend in person.

#### 4. Drop in session discussion

4.1 JF had provided a layout for the session to be held at the Parish Hall for discussion (see JF email 24/5/16), and described the thinking behind it. MW queried how we will ensure that attendees circulate the room as expected. We will have someone on the door, primarily to monitor how many attendees we have, but they will also serve to marshal people into the room in the right direction.

4.2 The SC concluded that rather than using a projector and the wall mounted screen, a flat screen monitor (provided by FF) and laptop will be used on a table in the corner next to the kitchen hatch to run the time-lapse video. This will create additional space for people to circulate and reduce the risk of people knocking into the projector.

4.3 Content on the display boards will include the vision & objectives, an FAQ sheet explaining the NP and benefits of producing one (re enhanced access to CIL funds), draft policies, a map of the designated sites, the process flow, and housing needs survey initial outputs. For each workstream, there will be space for roughly 2 A4 sheets to describe relevant policies.

4.4 The SC agreed that a comments sheet for attendees to complete if they wish would be useful. Space to sit down at tables to complete will be quite limited, but we could provide clipboards for people to lean on.

4.5 JF sought clarity from SC members on who can be available to attend each session.

Known availability is as follows :

- Friday 10th - JF, LD, EM, FF, DR
- Saturday 11th - FF, DR, MW,

Availability of MS, LD, PM and CM is not yet known.

4.6 The Parish Clerk is on leave on Friday 10th so will not be available to help set up the venue on the day. FF and DR are prepared to set the venue up but would ideally have access to the room early in the day as they have plans during the afternoon. If we have any printing to be done, the Parish Clerk can print up to A3. Anything larger would need to be sent away. Action all to bear in mind.

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**Action JF** to check what time the room is free from and report back to next meeting.

**Action all** to consider further logistics/supplies at the next SC meeting

**Action JF** to speak to PM o/r from holiday about comms to publicise the event.

## 5. Meeting with developers and landowners

5.1 JF proposed that SC (or a subset of members) host meetings with the various developers and landowners about their proposals to open discussion around what community facilities they might be willing to provide as part of their development proposals. The SC agreed that this would be helpful. Meetings will be organised in due course.

5.2 The SC would welcome another conversation with AA about the prospect of allocating a corridor or a land for a relief road in the future, given the interest in such provision expressed by the community in engagement.

## 6. AoB

6.1 DR is struggling to use the Benson Plan email box which appears to be suffering compatibility problems with Windows 10. All to be aware and continue to use DR's private email address for comms.

6.2 FF sought clarification on the status of the recent decision by SODC in respect of the Littleworth Lane application. JR explained that the SODC planning officers will be advising the Planning Committee not to contest the appeal. MW referred to advice he had sought on the process from PINS, which indicates that the latter organisation will determine the application regardless of the the SODC position (SODC is not the appellant).

6.3 JF provided an explanation of the formal process that will be followed during the forthcoming Planning Committee hearing (a date has not yet been confirmed). Only those people who comment on the application are entitled to speak. In total, only around 5 minutes is available for the people of the parish to make their statement regardless of the number who speak. JF will speak for the Parish Council.

6.4 EM raised a number of questions about a couple of policies

(i) Environmental Pollution eg air pollution re vehicle emissions? - DR will look to consider a policy with his group.

(ii) Play facilities - the GI group has debated whether policies should seek to secure new play facilities integrated within new developments or provided (whether new or enhancements) at existing play facility sites. The SC advised that this is usually dependent on the scale of development - if a small development is proposed, we would look for a financial contribution for play facilities, whereas for a large site, we would want facilities incorporated into the development.

6.5 An additional brief discussion was held about a possible policy on providing charging points for electric vehicles. This was considered by the transport subgroup, but difficulty was encountered in determining where best to put them whilst avoiding taking u valuable public parking spaces which are in relatively short supply.

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**7. Date of next meeting**

7.1 The 31 May date previously agreed no longer works. The SC agreed an alternative date of Thursday 2 June.

**Action JF** to book room.