

# Benson Neighbourhood Plan Steering Committee Meeting

6 Feb 2017

## Minutes

**Present:** Jon Fowler (JF), Dave Rushton (DR), Edel McGurk (EM), Frank Farquharson (FF), Philip Murray (PM), Catherine Murray (CM)

Apologies: Michael Winton (MW); Martyn Spence (MS)

Actions highlighted in **bold**

1. Review of Actions from previous meeting

a. PM's action to follow up on Lorna's request for some edits to the minutes is completed.

2. Feedback on village event

1.a. The event hosted by the SC on 3rd Feb was judged to be a big success. There was a high turnout (356 people, meaning it was standing room only in the Hall), and in a show of hands at the close of the event, the overwhelming majority indicated that they would support the plan.

1.b. JF will write an email to Lorna, Paul, and Emma expressing the SC's gratitude for the comms effort which resulted in such a good turnout and an engaged audience.

**Action JF** to send a note of thanks as described.

1.c. PM has drafted a summary email for publication on the website; the SC agreed the content subject to a number of edits.

1.d. PM explained that he wants to increase the comms activity now that we have a clear strategy to communicate. JF suggested that PM draw up a comms strategy for consideration. An updated FAQ is needed for the end of the month. AA's advice is to create a summary version, one side of A4 for each for the Plan/strategy and the NP process. This could be printed and distributed to all households as a flyer, ensuring a basic level of information is shared with all residents. This could be timed to fit with the Bulletin distribution). Workstream leads agreed to provide Philip with a list of FAQs (just the title) ideally by the end of 10<sup>th</sup> Feb and he will then decide which are to go on the FAQ website page and which in the pages behind.

**Action PM** to draw up a comms strategy.

**Action All workstream leads** to draft FAQ questions by end of week ]

1.e. The SC agreed with JF's decision that the slide pack from the event will not be shared online because readers will not have the context to enable them to understand the presentation.

1.f. In discussion about the audience proposal that the Plan look to address the needs for low cost housing for key workers such as NHS staff, AA suggested that we could identify a need for houses for key workers, as a variation of an affordable housing policy. This would provide lower cost housing with long-term effect. This would be appropriate for a site-specific policy.

**Action MS** to incorporate in housing policy

1.g.A high level account of the meeting will be included in the consultation statement.

### 3. Site-specific policies

1.a.AA has circulated some draft site-based policies with a view to checking we are comfortable with the structure. He is happy that the document is structured such that rationale text precedes the policies, the style adopted by the workstream leads. AA advised that the team remember the 80:20 rule - the pre-submission draft does not need to be perfect. The purpose is to have sufficiently well developed proposals to enable meaningful consultation. JF also stressed the importance of completing the Draft Plan this month.

**Action all** to send AA any specific comments on the matters covered in the site-based policy examples.

1.b.It is important that the site-based policies are supported by evidence: for example, for the burial ground, evidence must show that there is (i) a need and (ii) that this is the best site for it.

**Action FF** to seek evidence from the Church demonstrating the need for a new burial ground.

1.c.The SC discussed the question of evidence demonstrating the need for an edge road, which is expected to be available in a few weeks time. Our draft plan is likely to be complete before agreement with OCC is reached. AA advised that the edge road proposal will be presented as part of the strategy which applies to the whole plan rather than in each relevant set of site-specific policies.

**Action all workstream leads** - review and highlight any missing elements of evidence information.

**Action DR** to provide AA with reference numbers for footpaths.

### 4. Edge road Options

1.a.EM sought a discussion to consider options for the positioning of the edge road. The precise route chosen will depend on whether the SC wishes to:

- keep the majority of the housing inside the ring road, leaving more green space on the other side of the road or
- look to distribute the green space more evenly in and around developments and on both sides of the edge road.

1.b.The SC reflected on the collaborative effort required by a range of parties to bring this aspect of the plan to fruition. JF explained that John Howell MP has offered to write to West Waddy to encourage participation in discussions, which the SC welcomed. The SC understands that GVA is taking up the discussion with West Waddy.

1.c.JF explained that our District Councillor advised that the Parish Council contact OCC councillors for roads, education and health and highlight to each that they need to be taking a strategic overview of development. AA agreed to draft a letter setting our request,

explaining our vision, the level of community support, and the level of housing that this positive plan will deliver, and what is at stake if a strategic approach is not pursued.

5. Ben 5 Planning Application

1.a.JF is working to arrange a meeting with the SODC Planning Officer to understand her current view on both Ben 5 and Ben 1 Phase 2, and to outline the emerging proposals from NP. The purpose is to illustrate the benefits of Benson's strategy.

6. AOB

1.a. CM noted that there is no housing mix content in the site-based policies. JF agreed to check the housing needs survey analysis re mix of houses.

**Action JF to check HNS**

1.b.The SC considered whether the Plan's site criteria should require the construction of each site's element of the edge road before a certain no of houses is built. It was agreed that this would be preferable but subject to the detail of proposals and what was practicable for each site.

1.c.EM sought confirmation from the SC on the Local Green Space designation list. JF confirmed that the school field should not be included. It was agreed that the Salt Store should not be included given the mix of uses proposed for this plot.

1.d.PM sought insight plans for the School event, but was advised to contact MS directly who had offered apologies for this meeting.

1.e.AA sought reassurance on a number of matters including: that the SC has got mapping work in hand, which was confirmed; that the parish council is ready to publish the draft plan, which JF confirmed; and that the NP officers know to expect it.

**Action JF** to email Ricardo Rios to ensure that we understand what he needs from us in terms of managing the process.

1.f.AA will now work on drawing all of the material into a consistent style and ensuring the policy language is robust. Subject to receiving all of the material, AA intends to have reviewed and edited the full set of material and produced the draft plan text by Tues 21 Feb. He will require sufficient maps to understand the proposals we are making.

**Action all** to send AA our material asap.

**Action Edel** to prime Alice that maps are now needed

**Action PM** to ensure that Jill Parrick is available to undertake the final plan production after 21 Feb and preferably by end of Feb.

1.g. AA advised that photos are not essential for the draft plan but if they available, they should be used. He advised that photos of people should be of distant groups. FF agreed to help DR to embed photos in text.

Date of next meeting

Weds 22nd feb, 7pm in Parish Hall.