

# Benson Neighbourhood Plan Steering Committee Meeting

22 Feb 2017

## Minutes

**Present:** Jon Fowler (JF), Dave Rushton (DR), Edel McGurk (EM), Philip Murray (PM), Catherine Murray (CM) Michael Winton (MW); Martyn Spence (MS)

Lorna Denby (LD) for comms planning item only.

Apologies: Frank Farquharson (FF)

Actions highlighted in **bold**

### 1. Review of Actions from previous meeting

- Action JF to send a note of thanks as described. Done
- Action PM to draw up a comms strategy - In hand. Emma Simpson is working on this.
- Action All workstream leads to draft FAQ questions by end of week - 3 complete and others in hand
- Action MS to incorporate in housing policy - substantive agenda item below
- Action all to send AA any specific comments on the matters covered in the site-based policy examples. - Done
- Action FF to seek evidence from the Church demonstrating the need for a new burial ground. - Done
- Action all work-stream leads - review and highlight any missing elements of evidence information - See substantive agenda item below on Plan Status
- Action DR to provide AA with reference numbers for footpaths - Done
- Action JF to check HNS - in the HNS there was a distinct desire from 33% of people to be able to downsize, implying need for smaller units. - Done. Incorporated into plan.
- Action JF to email Ricardo Rios to ensure that we understand what he needs from us in terms of managing the process. Done but no response yet.
- Action all to send AA our material asap. Done
- Action Edel to prime Alice that maps are now be needed - Done
- Action PM to ensure that Jill Parrick is available to undertake the final plan production after 21 Feb and preferably by end of Feb. - Done

### 2. Update on plan status

- a. PM and JF met with Jill Parrick today and handed over v 0.8 of the document. A decision was reached to stick with a simple Word Version (pdfed) for now and leave the InDesign version until content is more stable (ie at the next consultation draft). The format is being tidied up (para numbers, headings, expanding out the appendices). Two versions will be produced, one for printing hard copies, and a second designed to be emailed. A small number of hard copies will be produced - PM took an action to arrange for around 15-20 copies to be produced. If a member of public asks for one, the Parish office could print off single versions but they are

not equipped to print multiple drafts. JF has arranged for Anna Field to be the point of contact for people wanting copies.

- b. Distribution - The responsibility is on us to distribute the draft plan; the next version will be distributed by SODC. The plan will be made available on the NP website and on the Parish Council website, and will be publicised on Facebook. It will be emailed to all on the standard email distribution list. The plan will be sent by email to statutory consultees.
- c. DR suggested that the plan be shared with the Neighbourhood Plan teams of surrounding parishes including Ewelme, Shillingford & Warborough, Berrick and Roke, Brightwell cum Sotwell, Watlington, Wallingford. The SC agreed that a copy should also be sent to RAF Benson as a statutory consultee to the planning process.
- d. Jill's first draft will be available this evening. There will be an opportunity for very minor textual changes on Tuesday, and the intention is for Jon and Philip to complete those and submit it on Tuesday pm if possible. The date for return of comments has some leeway in it so if publishing the plan slips by 1 day, it won't cause serious problems. The missing pieces are the Views map, which will be prepared tomorrow, and the People & Nature Strategy.
- e. Other supporting evidence e.g. consultation statement is only required for the final version. It was agreed that all members of the steering committee would consider the full evidence needs for their areas.

**Action EM** to complete the missing components

**Action JF and PM** to make the final edits with Jill.

**Action PM** to arrange for 15-30 hard copies to be printed.

**Action all** - consider the final evidence / supporting documentation that we will need to provide.

### 3. Doctors' Surgery

- a. JF sought views on the decision to allocate land for a larger surgery on Ben 7 in FF's absence. That allocation will stand for now pending a discussion with FF to refine our understanding of the evidence base and the best options.

**Action FF** (on return) to consider.

### 4. Community Garden vs allotments

- a. JF tabled a proposal from DWH for a community garden in place of allotment provision. The SC cautiously welcomed this proposal. The main concern relates to the area proposed for this - it constitutes less than 20% of the amount of allotment space that we would have expected for the scale of development on the site against our NP allotments policy. A significant area is being given over to the proposed landscape buffer, so it should be possible to provide allotments as well as the garden.
- b. The other concern relates to funding the maintenance of the garden. JF report that the developer intends to provide maintenance funding for a period of time. This

would provide a community group with some time to consider how to put the management of the garden on a sustainable footing. The SC was reassured by this.

- c. The SC agreed to provide JF with further comments, and that JF should welcome the proposal but tell DWH that the area of the garden is insufficient. The community will need allotments as well but we will be content to contain them within the buffer.

**Action JF** to feed back to DWH

**Action JF** to share the outline plan for Ben 3/4 with EM

## 5. Recreation Options

- a. JF sought a review of the outdoor recreation facilities the plan is seeking from Ben 1, seeking to confirm the evidence for the specific needs. The SC reviewed the content of the 2015 Benson Youth Facilities Survey.
- b. A skate park and BMX track are proposed to be located at Ben 1 which meet one of the key gaps in community facilities provision in Benson. A decision was reached that there is insufficient scope/space for provision of an adult cycle agility trail, given the need to ensure appropriate safe separation from pedestrian users. Both pedestrians and runners can be accommodated in trails around the proposed nature area. The SC agreed to rename the Trim Trail as a Fitness Trail, moving away from the concept of an outdoor gym - experience suggests that such equipment is often underused and becomes a liability.

**Action JF** to remove cycle agility trail from the plan text and rename Trim Trail as Fitness Trail.

## 6. Update on SEA

- a. Neil Horner has started work on this and is intending to send to JF by cop 23rd Feb. This document does need to accompany the draft Plan. We will need to review the SEA for compatibility with our Plan content. JF has previously sent out the Sustainability Appraisal Scoping document but will resend as a reminder.

**Action JF** to resend Sustainability Appraisal.

## 7. Comms Update

- a. The SC was joined by Lorna Denby for this item. PM took the SC though a summary of forthcoming comms activities.
- b. Emma Simpson is drafting a comms plan to produce a clear forward look. It will cover FB, website, email activity. PM expects to have a draft in place in 10 days time.
- c. PM proposed we need to send out a chasing message for forms providing feedback following the 3 Feb village event. Of roughly 50 received so far, 44 express support, 3 do not support, and a small number were uncertain. All 200 hard copy forms were taken by attendees on the night, and the form has subsequently been made available online so PM had expected a higher rate of return. The SC agreed that feedback should be chased one last time, but that we needed to ensure a clear gap between this and the launch of the draft plan. LD is happy to create a

simple survey via Survey Monkey to invite feedback, which would be simpler for many people to complete than having to download, complete and then either email or print a form.

- d. In preparation for the launch of the plan, PM will draft a note for communication next week.
- e. FAQs are in prep - PM is seeking remaining 'title' contributions by close Monday 27th Feb. These should be drafted as one would expect a member of the community to pose them.
- f. PM noted that he is receiving some questions that are more technical in nature and is reliant on work stream leads and others on the SC to help.

**Action PM** to bring a comms plan to the next SC meeting

**Action LD** to issue a final chasing message and create a simple Survey Monkey form.

**Action PM** to draft a note to accompany the launch of the draft plan consultation period.

**Action EM, MS and CM** to provide title for FAQs to PM by Monday 27th Feb.

## 8. AoB

a. LD wants the website content to be bolstered and is seeking contributions. Initial suggestions were

- The content that GVA provided for Chalgrove material
- Gavin Barwell announcement (sent by EM to LD)
- Plan and appendices
- Photos and maps

**Action all** to review their materials and consider items for website, sending by close Weds 1 March .

b. DR and JF meeting County Highways team on Monday.

**Action DR** to share his questions so far to prompt suggestions from other SC members

- c. MS advised that the plan should refer to children of Service Families rather than service children. The SC noted this.
- d. CM updated the team that she is planning to add character assessments and non-listed Heritage assets list to her material. It won't be ready for pre-submission draft, but it will be ready for the subsequent consultation.
- e. JF informed the SC that an appeal hearing for Ben 7 on the initial application is scheduled for May. The SC discussed the process for Appeal hearings which tend to be more discursive than a public inquiry. The PC can look to be represented. JF is arranging a meeting with SODC re handling of ongoing developments.

- f. JF flagged the need for our next draft of the plan's affordable housing policy to be amended such that we take into account our desire to support provision for key workers.

Date of next meeting

Weds 22nd March, 7pm in Parish Hall.