

# Benson Neighbourhood Plan Steering Committee Meeting

22 Mar 2017

## Minutes

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

Actions highlighted in **bold**. SC = Steering Committee

### 1. Review of Actions from previous meeting

1.1 All actions have been discharged or are substantive items on this agenda, except for:

1.2 **Action all** - consider the final evidence / supporting documentation that we will need to provide. This is mostly complete - EM wants to add some footnotes providing links to supporting information.

1.3 LD is still awaiting material for the website. EM has sent some material/pictures but the FAQs are a priority to put up. **Action all** to review their materials and consider items for website, sending to LD asap

### 2. Doctor's Surgery

2.1 JF and FF have discussed this. The suggestion on allocating land for a larger surgery came quite late in our strategy development. The plan does set requirements for contributions by developers to address the increased need, but the best way of meeting the need is yet to be determined. An option may be to increase the amount of upstairs space by raising the roof, rather than looking to relocate. FF has written to the Clinical Commissioning Group to make them aware of the emerging need and the NP proposal.

**Action FF** to ask the Medical Practice what calculation has been used to estimate the number of extra patients yielded by x number of additional houses, and to confirm the ownership arrangements.

### 3. Update from SODC meeting

3.1 JF and PM met with SODC planning (Paula Fox and Sharon Crawford) to review to proposals in the NP and the extant planning applications, particularly focusing on Ben 1, Ben 5 and Ben 7. The SC discussed how the NP might need to evolve, subject to next steps with those applications.

### 4. Update from OCC Highways meeting

4.1 JF and DR attended a meeting with Jason Sherwood, Sharon Crawford, Mark Gray, James Gagg. The meeting was positive in tone - OCC is supportive of (not opposed to) the principle of an edge road but they will expect developers or the Chalgrove development to

fund any additional infrastructure such as connections to the rest of the highway network. There is a remaining question about how land for the route through Ben 1 is protected. It is understood that West Waddy are interested in meeting reps from the Neighbourhood Plan team. It was suggested that John Howell be asked to chair the meeting. DR has taken an action to provide OCC with some additional information on traffic flow modelling concerns.

4.2 The Littleworth Road traffic amendments are currently due to be considered in May. DR suggested that it may be worth a PC email to David Nimmo Smith to encourage OCC to take a strategic view of this in the context of the edge road consideration.

**Action DR** to send OCC traffic modelling information as promised.

**Action JF/PM** to commission an email from the PC to senior OCC officials to encourage a strategic dialogue in relation to the Littleworth Road changes and the Edge Road.

## 5. Ben 7

5.1 JF reported that SODC has indicated that they intend to make some comments on our draft NP proposal in respect of this site. EM noted that the duplicate application on Ben 7 has been refused.

## 6. Key Worker Housing

6.1 JF reminded the SC that this had been raised by as a suggestion at the village meeting, and he prompted a discussion about how it could be taken forward. MS was asked to pick this up as the team member standing over Housing needs. MS suggested that AA's advice be sought. JF will speak to AA about whether there are policies in other Neighbourhood Plans that cover this area which we could look at for ideas. EM agreed to search for and share some info on key workers.

**Action MS** to consider how to address this.

**Action EM** to search for helpful information.

**Action JF** to contact AA for advice on key worker housing policies

## 7. Alice Jones-Evans Feedback

7.1 All of the feedback so far as been from residents, and generally it has focused on single specific NP issues. Alice Jones-Evans' response has been more comprehensive in feeding back across a range of matters.

**Action all** to provide JF with draft responses to Alice's points.

## 8. Comms

8.1 PM provided an update on the comms group's activity - they met last week and the actions previously agreed are in place. The plan to do a leaflet drop with the top 10 FAQs is in abeyance for now, due to the difficulty in selecting a common top 10. As far as possible, the principle is that all comms will be via all channels. PM provided a summary of the draft comms plan and activities that are necessary to meet the requirements set out in the formal guidance.

**Action PM** to keep the SC updated on progress against the comms plan.

8.2 MW suggested that a summary be produced to provide a hard copy 'digest' version to put into people's letter boxes in due course, and offered to lead on preparing this. (The main plan is probably too long for us to consider producing a formal published version at the pre-referendum stage.) The SC welcomed MW's suggestion but agreed that this should not be attempted until the consultation phases are complete so as to avoid nugatory work.

**Action MW** to take forward at an appropriate time.

8.3 PM provided verbal feedback on analysis of feedback forms and comments from the village meeting and promised to email the key points. JF asked whether posters have gone up. PM confirmed this is underway.

**Action PM** to email the SC a summary analysis of the feedback and ensure the posters are displayed in the village centre

## 9. Celebration

9.1 JF proposed that the core SC get together for a small celebration to mark the passing of our first significant milestone. The SC agreed to invite Alice Jones Evans, Jill Parrick and the Comms group in recognition of their contribution to getting the plan this far. A more significant celebration will be planned for when the plan is fully made, to which all of the workstream teams will be invited. It was agreed to convene for a low key meal and a drink at the Three Horseshoes on Thursday 6th April.

**Action JF** to book a table.

## 10. AOB

10.1 CM asked about the procedure for editing what we have already written, and asked if it is still acceptable to seek AA's advice. JF confirmed it is.

10.2 CM sought advice on how to handle the fact that Preston Crowmarsh is still sitting outside the 'development line'. PM suggested that CM should amend her design statement to cover this area in the NP, and the plan introduction should be amended to include it.

10.3 CM would like to have the Conservation areas shown in a different colour on the maps to prevent confusion with green spaces.

**Action CM** to ask Alice to amend.

10.4 EM reported that she and PM will be attending a meeting with Cala Homes on 6th April to discuss the potential for reflecting the green infrastructure proposals in the Littleworth Road development.

10.5 DR has heard from a contact that GVA may be about to host a workshop in early April. The SC agreed that DR should follow up with Charlotte from GVA.

**Action DR** to contact GVA

10.6 PM has created a register of issues to follow up as we work towards the production of the final plan. It includes, for example, consistency of style in presentation eg hyperlinks vs footnotes. DR reported that he has begun to capture changes that he needed. JF suggested that all should create and hold their own list of changes for now - all should avoid making actual changes to maintain the integrity of the master version.

**Action all** to maintain lists of any necessary changes to their sections of the plan. In due course PM will draw them into a single register for action.

10.7. FF flagged that, under S106 funding, West Waddy has committed to providing a community facilities building. Dimensions were provided to West Waddy during preparation of the phase 2 applications, but the planning proposal did not have that detail. The SC noted that some dialogue will be needed when the development company takes on the site.

Date of next meeting

Weds 19 April, 7pm in Parish Hall.