

LITTLE BIRCH and ACONBURY

NEIGHBOURHOOD PLAN – STEERING GROUP

Notes

for

Meeting on 18th May 2016 at 7pm

Present: John Jones, Elaine Godding, Steve Naylor, Susan Jones, Margaret Scrivens, Richard Riddell, Cathy Sadler, Roger Wilkins, Mike Leigh, Ben Roberts, Owen Cockram, Jan Armstrong, Gillie Guest, Dr Nicholson, Sophie Glover (Clerk).

Meeting started at 7pm

1	<p>Apologies Tim and Isobel Riley, Alison Clarke, Alan Barker, Claus</p>	
2	<p>Introduction and update JJ welcomed all to the meeting.</p>	
3	<p>Introduction to Dr David Nicholson – NP Consultant He introduced himself before starting on the agenda items below.</p> <p>1. Steering group</p> <ul style="list-style-type: none"> • Terms of reference Need to create a document that joins Little Birch and Aconbury. Clerk to approach HALC for this. There will be a template terms of reference for us to base ours on. Need to build into it the idea of what is quorate etc. Ben Roberts said that at the last PC meeting Mike Leigh had said that there would not be a Group Meeting after each steering group meeting to agree with what had been discussed. With one rep from Aconbury and two from LB – both areas would have representation. Feeling was expressed that the group was all working on a consensual basis towards a common goal. • Service Level Agreement Waiting for approval of the NDP area. Two weeks from now this should be coming by post. • Roles and responsibilities re: <ul style="list-style-type: none"> ○ Project plan Will come from HC when the area is finalised. Will be a document to help understand what has to be done. Dr N said that in many areas one person will have control of the plan. He suggested sitting down with whoever takes over the plan and going through it with them. ○ Communications Checked that we had access to a website to upload information. Dr N suggested checking traffic to the site to see who is interested in the info shown. Also get something in the Birches newsletter each month. 	<p>Clerk to approach Halc</p> <p>Clerk will notify when this happens</p> <p>Need to identify who this will be.</p> <p>Who will prepare these?</p>

	<ul style="list-style-type: none"> ○ Consultations – open days, surveys, draft plan ○ Website and social media ○ Distribution network ○ Point of contact for landowners – Elaine Godding volunteered for this. ○ Local history- Alison Clarke, local historian – may be a possibility. ○ Design, graphics, logo- Dr N says we need a logo, to help give an identifiable presence. ○ Mapping – OS PSMA Richard might have a number for the registration number - Clerk to get maps ordered. <p>2. Note of caution re landowners and developers</p> <ul style="list-style-type: none"> ● Dealing with expressions of interest as this stage If a landowner expresses an interest in getting their land put forward for consideration. We need to be saying that it is early days, we are still to do initial consultations, but take their names and contact details, saying that you will be in touch. Q. What about if you are in the steering group, and you have land that might be considered? Propriety would say you inform people that you own the land, and you are interested in future development. Elaine Godding put herself forward to hold this list. She was seconded by both Mike Leigh and JJ. JJ asked why not put out the request for people to put forward land straight away? Dr N suggested holding fire for a little. <p>3. Grant application</p> <ul style="list-style-type: none"> ● Apply for only those activities that can be delivered in your first 6 month tranche Clerk to work with Dr N about exactly how much to apply for. ● Key task is to build evidence through early community engagement, looking at what’s already available from HC, and carrying out a household survey ● Should be able to achieve these using the first six month grant ● Possible timing <ul style="list-style-type: none"> ○ open day(s) by mid July ○ note on the technical evidence base and any omissions July ○ questionnaire design, agreement and print August Elaine will send the PP questionnaire to Dr N ○ questionnaire distribution and collection by end September ○ report write up & consideration of results October/November <p>4. Open day(s)</p> <p>This is the first thing to grasp and get running with.</p> <ul style="list-style-type: none"> ● Initial consultation with parishes re issues of concern – fact finding Not to give any information, just to get the feelings/issues from residents. ML said much of this was done for the Parish Plan. Dr N pointed out that this document was about planning, so was different to the PP. Sue 	<p>Mike L in conjunction with others. Clerk to order Maps</p> <p>EG to be point of ref for land owners.</p> <p>Clerk to apply for grant.</p> <p>EG to send Dr N the Parish Plan</p>
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	<p>suggested the steering group should go round the village and tell people about the NDP to get people involved.</p> <ul style="list-style-type: none"> • Can usefully link into existing events, where available eg fete JJ – should we be at the village fete - 9th July? (Steve N offered a gazebo) Adults only play at the theatre, (not thought suitable event) <p>Queens Birthday tea event – 11th June – could have a table at each (Steve’s Gazebo might be needed here as if the weather kind, our stall might be just outside the front door)</p> <p>At the event, we need to create list of contacts for all who come so that they can be kept in the loop. Write down how many people turned up and what did they say. Take photos. This is the key evidence for the final report to show that we ‘consulted with the Parishioners’ at all stages.</p> <ul style="list-style-type: none"> • Informs questions to be included in the household questionnaire survey • Feeds into vision and objectives for the Plan • Format – out of working hours, evening and weekend; displays of large format plans and “issue boards”; various means of capturing numbers and responses Get big laminated maps of the area. Ask have we got this right, ask them their thoughts? Do they want to be on the mailing list for updates. Give them tea and coffee. Could produce a simple questionnaire for the event – top five issues, or post it notes on the boards with issues. <p>Key output is an Open Day report summarising the footfall & results</p>	<p>Clerk checked with Rev Mark that this is OK, also with John B. All fine.</p> <p>Confirmed this is ok.</p> <p>Clerk to draw up a ‘contacts’ table.</p> <p>We will try an piggy back on existing events in LB, does Aconbury want its own event?</p>
	<p>JJ asked Dr N what do we do next? Apply for the grant, that will be the starting point. SN you’ve given us some headings, perhaps we need to assign people to headings as a first point? JJ the project plan might need a couple of people to keep an eye on it. He asked Dr N to give us copies of the forms that we might need. Clerk suggested that it might help to have some display boards or information for people to look at and make comments. Dr N start with an open day or an event. We need to find what is of interest to the population of the parishes.</p> <p>So, it was decided to do an open day in July at the fete. Also, the Queens Tea party.</p> <ul style="list-style-type: none"> - Sue will phone John Bryant for the fete - Clerk will talk to Rev Mark for the fete - Aconbury felt that they didn’t have a meeting venue for an event, they were happy that their people would come to the LB events. 	<p>Clerk</p> <p>Volunteers needed for managing project plan</p> <p>Done Done</p>
	<p>Questions: Richard: from your experience can the NDP protect open countryside? Dr N; the degree of flexibility for the Steering Group is limited. It must conform</p>	

	<p>to the Core Strategy. Land owners with land in open countryside, would not be able to get planning through the NDP.</p> <p>JJ: is it 14% across both areas. Proportional growth in Aconbury the figure is 5, with one approved already; in Little Birch, 13 with one agreed there already. Dr N said that if, at the end of the plan, we had a shortfall; we can say that this is not a problem, we have made a locally based choice.</p> <p>Mike L: do we disregard the Parish Plan? No, we will use some of the information. However, the NDP is a completely different document</p>	
4	<p>Looking at the way forward Already covered</p>	
5	<p>Grant application form Already discussed</p>	

Next meeting: 7pm Village Hall 21st June.

Meeting closed at : 8.45pm

Mrs Sophie Glover
Parish Clerk
 Little Birch Parish Council