

# **Minutes of the Meeting of Staverton Neighbourhood Development Plan Committee**

**Tuesday 27th June at 7:15pm**

**Present:** Tony Glover (ToG) - Chair, K Edwards (KE) , John Golding (JFG), John Vale (JV) , Geoff Edwards (Minute Taker) + 2 members of the public

Apologies received from Jo Gilford (JMG)

**KE** proposed that **ToG** chair the meeting in the absence of JMG

**JFG** seconded

All voted in favour

## **1 Governance**

No declarations of interest

## **2 Approval of Minutes**

2.1 Minutes of 13<sup>th</sup> June 2017. **KE** asked the committee if the amendments to these minutes which she had circulated via email, were acceptable to the committee. There were no objections.

**KE** proposed that these minutes be adopted

**JV** seconded the proposal

**KE JV & ToG** for, **JFG** abstained - proposal carried

2.2 Minutes of 15<sup>th</sup> June 2017 - **JV & JMG** had already submitted minor amendments

**JV** proposed that these minutes be adopted

**KE** seconded the proposal

**KE JV & ToG** for, **JFG** abstained - proposal carried

**ToG** asked **KE** to send the amended copy of 2.1 to him for publication on the website. Copy of 2.2 had already been received.

## **3 Matters Arising**

3.1 Nothing received from NALC - Code of Conduct & Standing Orders are on the website if required.

3.2 All members now have copies of Terms of reference. Agreed to remove from agenda

3.3 **KE** had received DDC confirmation that the Housing Needs Survey would be on their website. She reported that it still has not been published on the website. And that she would write to Varinder again - deferred until next meeting.

3.4 **KE** advised that she and JH had updated the document with her amendments, and had reissued the document for adoption at this meeting.

**KE** proposed that the Parish Questionnaire Statement be adopted

**JV** seconded - All voted FOR - proposal carried

3.5 **JFG** asked if an up to date copy could be circulated to the group. **KE** will email JH to ask her to send the schedule out electronically to all committee members

3.6 24<sup>th</sup> June was cancelled. 29<sup>th</sup> June meeting with representatives of the Braunston Lane site is scheduled for 6:30 pm at the Village Hall.

3.7 **JFG** proposed that the DDC Village Confines Map be adopted

**ToG** seconded - all voted FOR - carried

**ToG** will send the adopted Confines Map to DDC

3.8 Vanessa Lee's name will be forwarded to the SPC for ratification - **ToG** will ensure that it appears on the SPC agenda.

**JMG** had informed the group by email that **JV** had joined the group in August when it was still a Working Group, therefore his membership did not need to be ratified by the SPC.

3.9 **ToG** will send The Confines Map to the Consultants

**ToG** has already sent the 2 proposed site maps

**ToG** has already sent the Site Assessment Document table

**KE** will send the website link once the HNS is available on the website

3.10 Agreed to continue stating the number of houses on the larger plot. There is enough evidence to support this way forward. - deferred until after all of the development site meetings.

3.11 DDC has stated that an initial Strategic Environmental Analysis (SEA) is required for all sites. If DDC feel it is necessary then they will request a detailed SEA

#### **4 Business Arising**

##### **4.1 Potential Sites**

4.1.1 The Croft - **JV** read out a letter which he had sent to them. No response received as yet.

4.1.2 The Beeches - **JV** read out a letter which he had sent to them. No response received as yet.

4.1.3 **JV** reported that Behind the School site has been offered a meeting 18<sup>th</sup> July at 6:30pm at the Village Hall

4.1.4 **JFG** has emailed the Silver Birch Site representatives. **JFG** will circulate a response when received.

4.1.5 **JV** has arranged a meeting at the Village Hall for 6:30pm on Thursday 29<sup>th</sup> June with the representative of the Braunston Lane Site. This meeting will be closed to the public due to its commercial sensitivity. It will be minuted.

#### 4.2 Documents for adoption

4.2.1 Consultation Statement is still in progress - deferred

4.2.2. The Parish Questionnaire Statement has been adopted at this meeting

4.2.3 The Meeting Schedule is to be circulated - deferred

4.2.4 **KE & JMG** will work on the Housing Needs Statement in August

4.2.5 Site Assessment - All agreed this needs more work - deferred

4.2.6 The sites are being revisited - deferred

4.2.7 The Confines Map has been adopted

#### 4.3 SNDP

Comment SC1.1 - **JFG** will reword & circulate

Comment 5 - the Confines Map has been dealt with

Comment 6 - **ToG** will look at the individual important views and justify / comment on each

Comment 7 - **KE** reported that herself and JMG had scheduled to work on the Local Green Spaces templates in August, but it would be useful if this could be moved forward before then. **JFG** said he would complete a draft template for each Green Space in the Plan, for discussion at the next workshop 6/7/17.

Comment 8 - Proposal Map deferred

#### 4.4 Consultants

All items have been deferred - ToG has emailed them to explain.

### 5 Correspondence

5.1 **IW & KE** expressed an interest in attending the NACRE planning course on 10<sup>th</sup> July. JV & KE said that it would provide useful information for the Committee. ToG & JFG reported that there is no funding available.

5.2 No further action

## **6 Finance**

It was agreed to defer the application for further funding to a later date.

## **7 Date of Future Meetings**

Thursday 29<sup>th</sup> June @ 6:30 with a representative of the Braunston Lane Site- closed meeting followed by a 30 minute workshop

A workshop on Thursday 6<sup>th</sup> July @ 3pm at JFG's - covering Important Views and Local Green Spaces + Policy SC1.1 amendments.

Meeting Tuesday 11<sup>th</sup> July @ 7:15pm at the Village Hall

**Meeting Closed: 8.57pm**