

**Notes from the meeting of the**  
**Staverton Neighbourhood Development Plan Working Group**

**held on Tuesday 18<sup>th</sup> October 2016 at 19:00pm**

**at The Village Hall**

**Present:**

John Golding                      **(JFG)**

Jo Gilford                         **(JMG)**

Ian Weaver                       **(IW)**

John Vale                         **(JV)**

Tony Glover                      **(TG)**

**Apologies:**

Karen Edwards                 **(KE)**

Jay Holliday                     **(JH)**

**Declaration of Interests**

All Declarations of Interest forms have been returned with the exception of Ian Weaver. JG to print blank template for IW to complete and return by next meeting.

**Dispensation request**

The Staverton Parish Council has confirmed that the Staverton Neighbourhood Development Plan committee do not require any dispensations.

**Minutes from meeting held 27<sup>th</sup> September 2016**

TG proposed that the minutes represent a full and accurate record of the previous meeting. JV seconded.

**Notification of member resigning**

An email has been received from Rupert Frost tendering his resignation from the committee due to his increasing work commitments. RF had offered to complete his assigned section of the SNDP. The SNDP group offered their thanks for all his contributions and look forward to receiving his finished section of the first report. TG to send him an email of thanks.

**Information Event – Feedback**

The Information and Voting event took place on Saturday 1<sup>st</sup> October 2016 with a further opportunity for voting on Thursday 6<sup>th</sup> October 2016.

Consideration of extending the voting period was discussed. It was decided that sufficient promotion of the event had occurred in that:

- a comprehensive leaflet drop had been made
- notification of the event had been displayed on both noticeboards
- the event had been published on the SNDP website,
- residents who had asked had been given the opportunity of a postal vote
- all members of the group had promoted the event

It was also considered that as the results of the vote had already been announced, the voting period could not be extended.

### **Letter from Staverton residents not on the Electoral role**

A query had been raised in connection with a resident who had a house in the village but did not appear on the electoral role therefore they had been denied the opportunity to vote.

The group felt as the referendum vote to be undertaken by DDC would be undertaken as per the legislative rules that you had to be on the electoral role to vote then the same rules needed to be applied to any voting that was held by the group.

**IW** proposed that only parishioners listed on the Electoral Role will be eligible to vote in a SNDP consultation event. **JV** seconded. All voted in favour. **JFG** would respond accordingly to the householder.

### **Information Event – Results**

Both information events were well attended with 127 parishioners taking part in the vote. It was noted by the group that there had been thanks from the floor for all the hard work the group were putting in on behalf of the village.

The results of the vote were:

**1<sup>st</sup> – Site B. Land between the school and the golf course. 57 votes**

**2<sup>nd</sup> – Site C. Land behind Silver Birch. 45 votes**

**3<sup>rd</sup> – Site A. Land beyond the playing field in Braunston Lane 24 votes**

**Spoiled Voting slips 1**

These results have been published on the parish website and displayed on both notice boards in the village.

It was confirmed that the four sites identified to take forward as potential sites were:

### **Site that could take ten houses:**

(1) Land between the school and the golf course approx. 10 Houses

### **Sites that could take 2-5 houses/integral to the village:**

- |     |                         |        |          |
|-----|-------------------------|--------|----------|
| (2) | Land at the Croft       | approx | 2 Houses |
| (3) | Old Vicarage garden     | approx | 5 Houses |
| (4) | Land behind the Beaches | approx | 3 Houses |

It had previously been agreed that the group were looking to substantiate growth of around 10% to the period 2029 which equated to approximately 20 houses.

**JV** suggested that a contingency site would be needed in case any one of the above sites could not be progressed, all agreed this was a good idea. It was therefore suggested that site **C** be kept as a 1<sup>st</sup> reserve should the sites identified not be confirmed as deliverable.

### **Lessons learned from the consultation event**

In future, any event held should be advertised with at least two weeks notice of the event to allow residents to make arrangements to attend

### **Plan delivery time frame**

**JV** asked what timeframe the group were working to and was there a project plan. **JV** felt it was important that the time frame the group were working to fitted in with the timeframe of the consultation DDC were undertaking in connection with the the Daventry Settlements and Countryside Local Plan.

**JMG** advised the aim of the group was to have a ‘First Report’ ready by the end of the year. This report could then be used as the consultation document to present to DDC in order that they could take into account the views of the SNDP.

**JFG** confirmed that the process was that once the First Draft plan was in a format to be shared DDC would be approached for their guidance.

Once the First draft plan has been produced and adopted in a format to become the ‘draft plan’ then further consultation is undertaken on it with all stakeholders.

The draft plan is then amended to take into account any comments received and it becomes the pre-submission plan which is the plan that is submitted to the inspector/DDC.

Again once comments have been received the plan is amended again to become the actual SNDP plan which is then put to a referendum.

5.2.1	Introduction	JG	Draft produced
5.2.2	Background information and timeline	TG	Draft produced
5.2.3	Working Group	TG	Completed
5.2.4	Questionnaire	JMG	Completed
5.2.5	Questionnaire Results	JMG	Completed
5.2.6	First draft plan	All	Under production

5.2.7	Draft Plan		
5.2.8	Pre-submission plan		
5.2.9	Ongoing review		

**JV** volunteered to put together a project plan with target dates

### **Meetings with proposed developers**

Next steps were then discussed. **JMG** advised the group that a 'neighbourhood development plan', allows local communities to shape development in their own area and that the document becomes a legislative document that could then be used in the determination of planning applications. The next part of the process would be to meet with all the landowners/developers of the potential sites to determine if they could be delivered. In order for a plan to be approved it must be established that any sites identified are deliverable.

All agreed the group would need to meet with the landowners/developers but felt further professional guidance was needed to assist the group in what the next steps should be.

### **Alteration to Village Confines Map and Conservation area.**

**JMG** advised that as part of the process the group would also need to approve a village confines map and undertake a review of the conservation area. **TG** presented the current proposed village confines map. The group had already identified as part of the walk around the village when determining sites from the questionnaire what amendments would be needed in order to ensure the sites within the conservation area were deliverable.

**JFG** felt that there was no need to produce a village confines map and that it was not within the power of the group to amend the conservation area. **JMG** advised that agreement had already been given by DDC that the group could progress both the initiatives. After further discussion it was determined that further guidance should be sought to confirm what the exact process is.

It was agreed:

- **JMG** would contact Mags Howes in the planning policy department at DDC to facilitate a meeting with her and the group.
- An additional meeting would be scheduled in for next Tuesday to accommodate this meeting

### **Site Toolkit Analysis**

**JMG** asked if **JFG** could complete the DDC toolkit assessment for the five potential sites identified. **JFG** would endeavour to before he went away.

### **First Draft Plan**

**JMG** had amalgamated all the sections and circulated the document. The group read through the documents and made amendments accordingly and further actions were assigned.

### **Any Other Business**

It was agreed that the 1<sup>st</sup> report be ready by the end of the year and that the first draft be submitted to DDC as soon as possible thereafter.

**Tasks: JMG** to forward a blank Declaration of Interests form to Ian Weaver.

**IW** to complete and return Declaration of Interests form

**TG** to liaise with Rupert Frost regarding Section 2 of the NDP

**JFG:**    **a.** To reply to resident letter in connection with the voting rules.

**b.** To re-design the lower section of the plans front cover with alternative photos.

**JMG:**

**a.** To facilitate a meeting with Mags Howes, DDC Planning Department, prior to the 2<sup>nd</sup> November 2016 meeting

**b.** Forward a blank copy of DDC Site Tool Kit for identifying potential development sites to **JFG** for completion.

**c.** Forward the front page of the current version of the plan to JFG.

**d.** Add **JFG** history comments to the plan.

**JV:**

**a.** Develop an updated project plan and proposed time scale.

**TG:**

**a.** Fill in as much data in the plan and to refine various maps.

**b.** Forward a copy of the SNDP notes as recorded in the PC minutes to JV.

### **Date of Next Meeting**

**JMG** to facilitate a meeting with Mags Howes before 2<sup>nd</sup> November 2016. This date to be circulated to all members.

The next confirmed meeting of the SNDP will be on the 3<sup>rd</sup> November 2016 at 19.00 in the Village Hall

**The meeting ended at 21.10 hrs.**

