

SNDP

Minutes of the meeting of the Staverton Neighbourhood Development Committee

held on 3rd November 2016 at 19.00pm at Staverton Village Hall

Present

Karen Edwards (KE)

Jo Gilford (JMG)

Tony Glover (TG)

Jay Holliday (JH)

Ian Weaver (IW)

John Vale (JV)

Apologies

John Golding (JFG)

Rupert Frost (RF)

Guests

None

1. Governance

All declarations of interest have now been received and given to TG

2. Minutes

Approval of minutes of 18th October 2016 Proposed TG Seconded JV Approved

Approval of minutes of 25th October 2016 Proposed JV Seconded TG Approved

3. Matters Arising

3.1 The completed declaration from IW was passed to TG

3.2 The response to the resident letter was discussed, and it was agreed that in future anything by way of correspondence would be circulated to all members of the committee.

3.3 JV reported that he was setting up the project plan template of the key events that need to be accomplished. The DDC Neighbourhood Project Plan Template will be used to assist in that process. TG will send a link to the DDC website to facilitate access to this plan. JMG will get the key milestones and the key dates from Mags Howe and will send both to JV.

3.4 The meeting with Mags Howe from DDC had taken place at the 25th October meeting, thus this item was achieved.

3.5 The evaluation of the identified potential development sites using the DDC toolkit will be quality checked by TG and copies will be sent to all members.

3.6 It was reported that RF had completed section 2 of the SNDP, and that TG would quality check it.

3.7 This item (front page of SNDP) was deferred.

3.8 TG has sent the proposed Confines Map to the parish clerk who will send it to Mags Howe. We then await DDC comments and hopefully approval of the map.

3.9 The letter that will be sent to the landowners/developers (using the wording as provided by Mags Howe) is being generated by JMG, and she is awaiting addresses from the parish clerk. JMG proposed that we write to the landowners/developers of the three sites that have already submitted planning application, ie: the school field, the Croft field, the Beeches field. TG seconded All in favour.

It was agreed that the meetings with the landowners take place on a separate day, not at one of our meetings. The date of this meeting is to be Saturday 19th November, at the village hall. It is to be a closed meeting.

It was felt that a group view of the issues was imperative, thus our meeting on the 15th of November will be devoted to this issue.

4 **Business Arising**

4.1 KE reported that as asked, she with the help of JV had reviewed each of the paper questionnaires and had comprehensively analyzed all the answers to questions 3, 4, 5. She had produced an evidential spreadsheet which gave a clear understanding of the housing needs of the village. She took the members through the spreadsheet, and the resultant housing need was accepted as being valid. This showed a need for 15 houses across the period of the plan, and, given that the current applications for 5 houses can be taken into account (as advised by Mags Howe), then the resultant housing need is 10 houses.

JMG will ask DDC for the figures for development of dwellings for the last 13 years and for the development of dwellings since 1980.

4.2 As explained above, the top line housing needs figure is 15, which is reduced to 10 after the current 5 planning applications are taken into account.

KE proposed that we accept a future housing requirement need of 15. JH seconded the motion was carried.

4.3 TG will place an item in the Parish Newsletter, giving the result of the Communication event and the future activities of the group.

4.4 Groundworks has asked for a full report of how the current grant trench has been spent. TG reported that not all has been spent, and thus the parish council will be returning some money before the next trench is applied for and arrives.

4.5 JMG confirmed that Groundworks will NOT pay for professional minute taking of the SNDP meetings. It was agreed that we will continue to pass this responsibility around,

amongst ourselves, on a rotation basis. JMG will investigate to determine if the playing field clerk might be involved in this matter.

4.6 JMG gave an update on the DDC call for sites process.

5 **Production of Statutory Documents**

5.1 Development Plan First Report – Target date 31st December 2016

Ref	Task		Responsible person	Status
5.1.1	Foreword		JMG	Completed
5.1.2	Introduction & Background		KE	Completed
5.1.3	Process summary		JV	Ongoing
5.1.4	Vision & Goals		TG	Ongoing
5.1.5	Staverton our village		JFG	Completed
5.1.6	National and local context		RF	Completed
5.1.7	Neighbourhood Plan		All	Deferred
5.1.8	Community policies		JMG	Deferred
5.1.9	Environment Policies		JMG	Deferred
5.1.10	Design Statement		JFG	Deferred
5.1.11	Conservation Area		JH	Completed
5.1.12	Development Plan		IW	Deferred

5.2 Consultation Statement Ongoing

Ref	Task	Responsible person	Status
5.2.1	Introduction	JG	
5.2.2	Background information and timeline	TG	
5.2.3	Working Group	TG	
5.2.4	Questionnaire	JoG	Completed
5.2.5	Questionnaire Results	JoG	Completed
5.2.6	First draft plan		
5.2.7	Draft Plan		
5.2.8	Pre-submission plan		
5.2.9	Ongoing review		

6 **A.O.B**

6.1 TG requested and was given permission to purchase more Village Hall electricity cards.

6.2 TG requested that anything else needed by way of expenses should be given to him post haste.

There being no further business, the meeting closed at 21.05.

7	DATE OF FUTURE MEETINGS	Tuesday 15 th November 2016
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Saturday 19th November 2016

Tuesday 22nd November 2016

Tuesday 29th November 2016

Tuesday 13th December 2016

Tuesday 20th December 2016