# **Cricklade Neighbourhood Plan Working Party Meeting**

# **NOTES FROM THE MEETING**

# Wednesday 13<sup>th</sup> November 2013 at 7pm in the Town Council Chamber

**NPWP Members Present:** Rachel Stringer (Chairman (RSt)), Cllr John Coole Vice Chairman (JC), Cllr Mark Clarke (MC), Cllr Ruth Szybiak (RSz), Cllr Bob Jones (BJ), Community Members: John Harmer (JH), Tim Russell (TR), Phil Bowley (PB), Chris Ball (CB), Carolyn Russell, Margaret Hunt. Clerk: Charlotte Rogers-Jones (CRJ), Town Clerk

		ACTION
1.	Apologies; David Tetlow (DT), Henning Totz (HT).	
JH •	To approve the notes from the meeting held on 23 <sup>rd</sup> October 2013 asked for amendments to be made to the minutes:  Item 3. That new members of the WP should be invited to decline the invitation if they so wish  Item 4. That there was an outstanding action on RSt to follow up a discussion with Economic Development about ongoing support  Item 4. The Clerk was requested to email all correspondence received regarding NP to all working party members  Item 13. To amend the text to say "Concern was expressed that recent legislative changes enabled businesses to be converted into residential properties without planning permission being necessary.  e notes were approved and would be published on the website.	CRJ/DT
3.	Actions Points were not considered	
	To confirm new membership and agree a quorum The PCT Committee had agreed that members of the Focus Groups could become full members of the Working Party. They are: Chris Ball, Phil Bowley, Colin Hovard, Margaret Hunt, Peter Moran and Carolyn Russell. In addition the new members recruited via the Chamber of Commerce would be invited to join: Julian Robinson.	
b.	The quorum was considered and it was agreed that it would be in compliance with Standing Orders which is one third of the full membership. (Clerk's Note; There are 15 members of the working party, therefore the quorum is 5). There was a discussion about how decisions would be made and tasks carried out as the focus groups had been disbanded. It was agreed that tasks could be allocated to a sub-group of the working party by the working party only and that the sub-group must report back to the working party with recommendations for a decision before any actions could be implemented.	
C.	Confidential matters. It would be necessary to remind new members, through the Terms of Reference, that some matters that are discussed at the meetings remain confidential. The minutes that contain confidential matters do not need to be published on the website and can remain confidential for the group only. The Clerk was requested to update the Terms of Reference for the working party.	CRJ

# 5. Common Places Update

a. A meeting had been arranged between Common Places and the NPWP (JC, MC and CRJ) at 6.30pm on Tuesday 19<sup>th</sup> November 2013.

JC, MC, CRJ

The clerk reported that she has spoken with Mark Goodman with the following questions:

- Was Common Places able to undertake an SEA? No, but they would establish from Wiltshire Council what had already been completed.
- Was Common Places able to undertake an HRA? No, they would establish
  what work had been undertaken by Wiltshire Council and might be able to
  advice on the appointment of an ecologist.
- Did they undertake project management? Yes, and they could discuss this in more detail at the meeting.
- b. The Clerk reported that she had spoken to the WC Link Officer, to establish whether it was necessary to undertake an SA. Henning Totz said it was essential that an SEA was undertaken, in order to meet legal requirements, but an SA was over and above this requirement, although it built on the information provided in the SEA. The SEA could be undertaken by the WP but it would need to meet the standards of the inspector, therefore help was probably needed in its production. The HRA would need to be undertaken but only after WC had carried out a screening exercise and after the WP had identified areas for development and considered growth options.
- c. The Clerk gave an update on communication with Thame Town Council. They have been working on their plan for 2 years. They had used a firm of planners and had spent £100k on producing the plan, although with hindsight some of the work could have been done in house at a lower cost. The plan was being led by a group of about 4 consisting of mainly councillors and the clerk with support from the focus groups members when needed. They had been the driving force and the clerk has spent almost 500 hours working on the plan in a year. Money should be spent on employing planners to write the planning policy, so that it is robust enough to stand up against planning applications. Money also needs to be spent on decent public consultations. The Thame Town Council Clerk had offered to come to Cricklade to talk to the working party and has also extended the offer for WP members to go to Thame to talk to their councillor who drove the project forward.
- d. There was discussion about the above and the following was agreed:
- For the Clerk to talk to Urchfont Town Council and Royal Wootton Basset Town Council to see who produced their SEA
- For the Clerk to find three suitable companies that produce SEAs and produce an outline of their capabilities/testimonials
- For JC, MC and CRJ to discuss project management with Common Places
- To establish baseline of information that is already available, for above companies to work from

#### 6. Project Plan

RSz had produced a first draft of a project plan. Amendments would be made at meetings. It was necessary to produce a strong vision for the WP and so individuals were requested to feed comments to Ruth on both the project plan and the vision.

**CRJ** 

CRJ

CRJ ?

All to note

#### 7. Partner Update

TR requested clarity on whether HT had had a discussion with Cricklade and Swindon Railway. TR would draft a question and send to Clerk for onwards transmission to HT.

TR/CRJ

## 8. Developer Update

Beechcroft Land Ltd had attended a planning committee meeting of the town council on Monday 11<sup>th</sup> November. They had outlined their proposed scheme and would be submitting a planning application before the end of the year. Residents had raised a variety of concerns, including draining and flooding.

#### 9. Issues to Consider

Traffic/Town Centre/Business

The meeting discussed the 14 questions that had been prepared by members of the Focus Group, to go to the Wiltshire Highways Department. It was agreed that it would be necessary to circulate the questions to all members of the Working Party, giving them an opportunity to raise comments and re-phrase questions, in advance of the next meeting.

**CRJ** ΑII to note

### 10. To consider article for the Chronicle

For the Clerk to produce a holding article.

**CRJ** 

# 11. To consider the working party budget requirements for 2014/2015

£7k from the General Reserves had been set aside for the NPWP and a grant of £7k had been received for specific professional studies. It was evident that additional money would be required to get the NPWP through some of the hurdles, to include the support of a project manager. The matter would be discussed in more detail at the next meeting.

## 12. Items for future consideration

- Common Places
- The Budget
- Questions to Henning Totz, WC link officer
- Meeting dates for 2014

#### 13. Any Other Business

Members would appreciate some policy writing training from Wiltshire Council. RSt would communicate with HT what was available.

**RSt** ΑII

It was necessary to prepare a vision for the town, to bring aspects of the town plan and the neighbourhood plan together and consider different scenarios of development. This would be discussed at the meeting after

note

to

Could the group have an update on the Extra Care Facility?

BJ

Members noted the decision made by the town council to stay in Ockwells, (subject to an asset transfer) rather than relocating to the former police station.

## 14. Date of next Working Party Meetings

The next meeting would be held on Wednesday 20<sup>th</sup> November at 7pm.

- 4<sup>th</sup> December
- 8<sup>th</sup> January 2014

The meeting closed at 8.50pm