

Cricklade Neighbourhood Plan Working Party

NOTES FROM THE MEETING

Wednesday 23rd October 2013 at 7pm in the Town Council Chamber

Present: Rachel Stringer (RSt) Chairman, Mark Clarke (MC), Ruth Szybiak (RSz), Bob Jones (BJ),
Community Members: John Harmer (JH), David Tetlow (DT), Chris Ball (CB), Graham Stockill,
Clerk: Charlotte Rogers-Jones

	ACTION
<p>1. Apologies Received from Henning Totz (HT), Link Officer with WC, Cllr John Coole (JC), Tim Russell (TR), Carolyn Russell (CR), Margaret Hunt (MH) and Phil Bowley (PB) from Green Square</p>	
<p>2. To approve the notes from the meeting held on 9th October 2013 JH asked for the following amendments to be made:</p> <ul style="list-style-type: none"> • To remove the completion date of 1st December 2014 • To amend the wording regarding the work Common Places are undertaking with NEW-V NP • To edit the text to say “a policy was needed on equestrian developments to ensure inappropriate development did not happen” • To amend the working “traffic movement report” to “HGV movement report” <p>On completion of the above the notes to be sent to DT for the website.</p>	Clerk
<p>3. To co-opt members from the focus groups onto the working party Members of the WP agreed that members of the focus groups who had participated in the meetings over the summer 2013 could be co-opted onto the Working Party. The Clerk was requested to take this recommendation to the next PCT meeting and to invite the focus group members to participate in being a member of the Working Party or to step down if they no longer wished to be an active member.</p> <p>BJ had found a new member as a representative from the CBA to join the working party. The Clerk to obtain contact details from BJ.</p>	BJ/Clerk
<p>4. Action points from last meeting</p> <ol style="list-style-type: none"> a) Catch up between RSt, JC and MC - closed b) Extra Care Facility with BJ – ongoing c) To make contact with the Economic Development Team – RSt ongoing d) Strategy Writing - RSt to liaise with HT – ongoing e) Planning workshops arranged by WC. Clerk to establish the content before any bookings are made – ongoing f) Press Release – Clerk to prepare for press and website – ongoing g) Common Places – ongoing – see below at item 7 h) Project Plan – see below at item 5 i) Partner Update – HT to confirm if a meeting has taken place between Cricklade and Swindon Railway and Wiltshire Council - ongoing j) Other partners – Clerk to chase up with letters – ongoing k) Developer Update – see item 9 below l) Evidence paper relating to formula that related employment , land and housing required from HT – ongoing m) WP notes to go on website – closed n) Focus Group notes to go on website – Clerk – ongoing 	All to note

<p>o) Clerk to email all correspondence to all members of the WP.</p> <p>5. To develop a project plan</p> <p>a. The starting point would be the existing plan which is now out of date. RSz offered to develop a timetable based on key milestones, using examples from other councils (Thame Council as an example).</p> <p><i>(DT left the meeting at this point)</i></p> <p>b. There was a discussion about the possibility of employing a professional project planner to deal with the outstanding actions and backlog of work and to move the project forward, delivering relevant actions at key milestones. It was suggested that Common Places might offer this service.</p> <ul style="list-style-type: none"> • RSt to make enquiries when dealing with them • Clerk to establish from Thame the cost of their project manager. <p>6. Grant Application – Monitoring report dates: 15th January/15th April 2014 These dates would need to be added into the project plan as milestones.</p> <p>7. Common Places – an update RSt and JC had discussed the need for a Sustainability Appraisal. Locality had stated that an SA was not absolutely necessary but an SEA (Strategic Environmental Assessment) was, and Cricklade also had to undertake an HRA (Habitats Regulation Assessment). Therefore the grant had been awarded for the commissioning of the SEA and the HRA.</p> <p>It was agreed that it would be prudent to seek clarification from Common Places on what their original quote had been for, to ask if the quote could now include the undertaking of an SEA. The Clerk was asked to seek confirmation from HT of the necessity of an SA.</p> <p>It was agreed that RSt would arrange the meeting between Common Places with JC and CRJ present and RSt to confirm that Common Places can fulfil the brief.</p> <p>8. Partner Update TR and CB were collating questions to be put to Wiltshire Council Highways dept. The Clerk to be copied in on communication.</p> <p>9. Developer Update</p> <p>a. David Wilson Homes had withdrawn their interest in developing the site along the Forty.</p> <p>b. Mr Mobey had sent his proposal to the Clerk, which had been distributed to members of the WP and FGs.</p> <p>c. Beechcroft Land had arranged a public consultation this week, culminating in a Q and A at the end of the week in the Jenner Hall.</p> <p>d. It was also agreed that Mr Winmill be contacted and informed that the opportunity to present his plans to a future PCT meeting was there if he wished.</p> <p>It was felt that in time it would be necessary to ask known developers to produce more specific proposal for their site which could be matched against a criteria proposed by the FGs.</p> <p><i>(BJ left the meeting at this point)</i></p>	<p>RSz</p> <p>RSz</p> <p>RSt Clerk</p> <p>Clerk</p> <p>RSt, JC, CRJ</p> <p>TR/CB</p> <p>Clerk</p> <p>RSt</p>
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<p>It was agreed that the meeting as a whole would decide the next steps in relation to developer proposals but that more work needed to be done to the project plan to ensure that the work with the developers was in parallel with the SEA and public consultation.</p> <p>It was agreed that RSt, when speaking with Common Places, would discuss the possibility of their work also encompassing working with developer proposals. It was agreed that the Clerk would write to the other known developers (owners of SHLAA land) inviting them to present their proposals for a sustainable development. This matter to remain on future agendas.</p> <p>10. Input from the Housing Focus Group All focus groups had been disbanded and the WP was now dealing with all topics. Each NPWP meeting would be devoted to a key theme. A 10 point criteria list had been produced to establish the location of future houses in Cricklade. However, the SEA would need to be undertaken and extra information produced before the information could be used in a public consultation. Item to remain on the agenda at each meeting.</p>	Clerk
<p>11. Publicity It was agreed that the article in the Chronicle would publicise the grant and would advertise the progress that was being made.</p> <p>12. To determine the next steps and a date for Public Consultation This would be dependent upon other milestones in the project plan.</p>	Clerk
<p>13. Items for future Consideration</p> <p>a. Concerns over business conversions to residential properties Concern was expressed that recent legislative changes enabled businesses to be converted into residential properties without planning permission being necessary. HT was requested to establish the position of WC on preventing this. CB was requested to send the Clerk the email/article he was referring to.</p>	HT CB
<p>b. Meeting Notes It was agreed, where possible, that the meeting notes would be sent to the Chairman at the end of the same week of the meeting, for comments over the weekend and circulation to others on the Monday.</p>	Clerk and RSt
<p>c. Quorum It was essential that more members attended the meetings for a quorum to be maintained. New members would need to be reminded of the need to attend meetings.</p>	All to note
<p>d. MC had attended a talk about historic landscapes in Wiltshire and the work was being sponsored by Wiltshire Council. MC had some maps that might be of future interest.</p>	Clerk
<p>e. CB asked to receive a copy of the Latton Parish Plan.</p>	
<p>Dates of Next meetings</p> <ul style="list-style-type: none"> • Wednesday 6th November, Wednesday 20th November, Wednesday 4th December • Members to note that if RSt and JC were unable to meet with Common Places before the 6th November, then that meeting would be postponed until Wednesday 13th November 2013. <p>Meeting closed at 9pm</p>	All to note

Action List

RSt:

- To establish if a strategy workshop is on offer
- To arrange the meeting with Common Places, involving JC and Clerk
- To discuss their scope work including working with developer proposals and project planning
- To sign off meeting notes asap

Clerk

- To establish the content of the WC seminars
- Focus Group notes to go on website
- To produce meeting notes by end of week
- To ask PCT to consider recommendation for members of FG to become members of the WP
- To seek clarification about the need for an SA from HT
- To contact Mr Winmill re a presentation at a future PCT meeting
- To write to all known developers inviting them to submit their proposals
- To place article in Chronicle
- To send CB copy of Latton Parish Plan

RSz

- To develop a project plan
- To note the grant application report dates

BJ

- To send contact details of new CBA rep to Clerk
- Extra Care Facility liaison

TR

- To compile questions for Highways dept

CB

- To work with TR on above
- To email article re business to residential change of use to Clerk

HT

- To confirm if meeting between WC and Cricklade to Swindon Railway has taken place
- To produce evidence paper related to formula/link between employment and housing.