

Unconfirmed minutes - to be approved at the next meeting of the Steering Group

**Findon Parish Council**

**Minutes of Neighbourhood Plan Steering Group meeting held Wednesday 5 November 2014**  
**at 7.00pm, The Gun Inn, continued on Wednesday 19<sup>th</sup> November 2014 at 6.30pm, The Gun Inn**

**Initial Meeting on 5<sup>th</sup> November**

**Present:** Cllrs Kirk (Chair), Havenhand, Mackerell & Prior

**In Attendance:** Richard Bell, Steve Flitton, Jacqui Greaney *Minutes Secretary*, Ruth Taylor, Tarquin Taylor, Ed Wain, plus Maureen Chaffe (Consultant).

**Continuation Meeting on 19<sup>th</sup> November**

**Present:** Cllrs Kirk (Chair), Havenhand, Mackerell & Prior

**In Attendance:** Richard Bell, Nick Gore, Ruth Taylor, Tarquin Taylor, plus Maureen Chaffe (Consultant).

**Initial Meeting on 5<sup>th</sup> November**

<b>Item No</b>		<b><u>Action By</u></b>
<b>14.63</b>	<b><u>Apologies for Absence</u></b>	
	Apologies received from Cllr Wood & Nick Gore	
<b>14.64</b>	<b><u>Approval of the Minutes 15 October 2014</u></b>	
	The minutes were approved after an amendment at the request of Cllr Havenhand (14.59, Group 4 paragraph, named as the dissenter & minuting his opinion that 40 new houses was too many), and with the addition of Nick Gore as an apology.	
<b>14.65</b>	<b><u>Matters Arising</u></b>	

	<p>14.57 - No. 4 - PK confirmed the charitable donation has been paid.</p> <p>14.57 - All Topic Group photos had been given to MC for the website, except Getting Around, still to send.</p> <p>14.60 - The sharing of Topic Group objectives and policies, between all groups, had not been actioned by all. Significantly, the Housing Group’s unfinished draft documents, including back-up papers &amp; possible sites, had been circulated by some groups, but without emphasising the confidential nature of the content. There was concern at the meeting about Topic Group members, or the wider public, potentially misinterpreting the report’s research and proposals. It was considered urgent that TT should consequently circulate the group’s Summary of Actions (presented at the meeting, and attached to these minutes), as an explanation of the Housing &amp; Design report process, draft objectives and policies. MC suggested heading the Summary “Guidance Note” for clarity. A couple of other amendments to the document were also discussed to ensure the correct tone. All Topic Groups were to circulate this Summary to their members (together with the original draft report for Community &amp; Wellbeing and Travel &amp; Tourism groups) explaining that for the time being it is a “confidential work in progress”. JH noted that he had sent out all the Housing Group’s papers to his Topic Group but had emphasised they were confidential. However, his preference was for more transparency, with time for everyone to digest the Housing Report details. But the rest of the group see value in not misleading landowners and developers with unconfirmed details of sites proposed for potential development. TT defended the democratic process of the report, and the fact that all housing options had been researched and considered. LP emphasised the importance of deciding the policy options before presenting anything to the public.</p>	<p>PK</p> <p>TT</p> <p>ALL RB, EW</p>
14.66	<u>Updates from Working Groups</u>	
	The meeting moved straight to the Review of Objectives.	
14.67	<u>Review of Draft Objectives &amp; Policies</u>	

	<ul style="list-style-type: none"> <li>• JH once again referred to the questionnaire and re-stated that the objectives and policies should reflect, as much as possible, the views expressed in the NP survey and that, if they were to differ substantially from those views then an acceptability study would be needed. It was discussed &amp; agreed that the questionnaire, although important and taken into consideration, has been superseded to an extent by the research done by each Topic Group. However JH believes the NP questionnaire is currently the best evidence available as to the views of people in Findon. All proposals were to be presented to Findon residents in order that they could make newly informed decisions. The group agreed that meeting Local Need was the top priority.</li> <li>• TT said that the question to the public should be to what extent should we have development (with various options provided), not a straight yes or no to any. It was agreed that the issue of <i>phasing</i> needs to be considered and presented to the public in the options.</li> <li>• The Housing &amp; Design group is still completing its final Design Brief. MC suggests waiting for the outcome of public feedback before completing this, apart from guides for extensions, loft conversions, conservatories, windfall sites etc, which will continue to be developed anyway.</li> <li>• SF said that “taking control” is the most important part of the NP process, and emphasised the positive elements of this.</li> <li>• EW reported that his group feel their objectives do not adequately represent village “character”.</li> <li>• MC asked that, at the 24 November meeting, everyone should agree on the wording of policies suitable to present to the public, and the Parish Council. She suggests that the next public survey should include maps and details for informed consideration.</li> </ul> <p>This meeting only managed to complete a review of the Business &amp; Tourism objectives. A continuation meeting was arranged (Weds 19 November, 6.30pm at The Gun to complete the other topics before the 24 November whole-group meeting. Everyone is urged to read the circulated policies and be prepared to bring comments on the 19<sup>th</sup>.</p>	<p>TT</p> <p>ALL</p> <p>ALL</p>
<p>14.68</p>	<p><u>For Discussion</u></p>	

	<p><u>Updated Programme</u></p> <ul style="list-style-type: none"> <li>• <u>MC to forward a draft programme to completion (Referendum) date, bearing in mind that the forthcoming May 2015 elections will probably have an impact on our schedule.</u></li> <li>• There was discussion about the importance of Findon completing our Neighbourhood Plan before the SDNP complete their Local Plan, in order for ours to take precedence for the next 20 years. (Examples of Devizes and Yapton were given by MC as places which had already done this and successfully won planning challenges.) MC explained that the SDNP, together with a range of other statutory consultees, will receive our draft NP for consultation only, not <i>approval</i>. Once approved by an Examiner our NP becomes part of the retained Arun Local Plan which SDNP will have to comply with, as long as our plan precedes the SDNPA's Local Plan.</li> </ul> <p><u>Combined Topic Groups Meeting</u></p> <ul style="list-style-type: none"> <li>• There will be a meeting on Monday 24 November, 6.30pm in the Village School Hall. PK to book. This is for all Topic Group volunteers to approve each others' objectives and policies, and review any overlap, before presenting these to Findon residents some time in the New Year (after approval also by the Parish Council, invited to the 24 November meeting).</li> <li>• About 50 people are expected. JM to organise wine nibbles.</li> <li>• PK to invite Parish Councillors, including clerk Fiona McLeod.</li> <li>• Each Topic Group leader will give a short presentation and explanation of proposed policies and objectives. (TT to provide his group's Guidance Notes.) PK once again emphasised that all options considered by each topic group need to be explained, together with the reasons why alternatives were rejected. This will ensure queries as to 'why this and not that' can be answered.</li> <li>• Also, there will be a "market stall display" from each Topic around the hall, with people invited to write comments and feedback on Post-It notes. Questions will be discouraged until after all presentations have been given.</li> </ul>	<p>PK</p> <p>JM PK</p> <p>ALL</p> <p>ALL</p>
14.69	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>• The issue of assessing hedgerows and clearly identifying TPOs was discussed. Existing records have been found to be out of date and unclear. JM to look into this.</li> </ul>	JM
14.70	<p><u>Next Tasks</u></p> <p>Prepare for 19 &amp; 24 November meetings.</p>	ALL
	<p><u>Date of Next Meetings</u></p> <ul style="list-style-type: none"> <li>• Wednesday 19 November 2014 - 6.30 pm at The Gun</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Monday 24 November 2014 - 6.30pm, St John the Baptist Primary School, School Hill, Findon</li> </ul>	NP Steering Group

Meeting closed at 9.45pm

**Continuation Meeting - 19<sup>th</sup> November 2014**

Item No		<u>Action By</u>
14.71	<u>Apologies for Absence</u>	
	Apologies received from Steve Flitton & Ed Wain PK thanked Nick Gore for standing-in for Steve at short notice.	
14.72	<u>Continuation of Review of Draft Objectives &amp; Policies</u>	

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	<p>The objectives &amp; policies of the remaining 4 topic groups, as tabled by MC on the night, were reviewed, with unanimous agreement reached on where amendments were required. Amongst these were:</p> <ul style="list-style-type: none"><li>• Add policy against illuminated signs in 'Business &amp; Tourism' section.</li><li>• Policy HD2 (Lower Cost &amp; Affordable Housing): Principal agreed but actual text needs review.</li><li>• Policy HD4 (Rural Exception Sites): Principal agreed, to be reworded.</li><li>• Policy HD8 (Alterations &amp; Roof Extensions): Principal agreed, to be reworded.</li><li>• Add policy on 'Local Connections' in 'Housing &amp; Design' section.</li></ul> <p>RB to revisit 'Open Spaces' &amp; 'Green Spaces' listings to check compliance with NPPF criteria.</p>	) ) ) ) ) ) ) ) ) ) ) )  <b>MC</b>          <b>RB</b>
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Meeting closed at 9.10pm