

CLAVERDON NEIGHBOURHOOD PLAN GROUP

Minutes of Group Meeting May 18th 2015

Present : Mr. John Cronin (Chairman) : Councillors Simon Lawton : Dan O'Donnell : David Middleton : Mrs. Joy Bacon : Mrs. Lorna Perkins : Ms. Monique Hope-Ross : Mrs. Anne Marshall : Mr. Andrew Williams.

Mr. Neil Pearce – Avon Planning Services.

Apologies for absence

Apologies for absence were received in advance from : Councillor Hazel Spiers and Mr. Charlie Waterworth.

1. Minutes of the last meeting.

1.1 A copy of Draft 2 of the minutes of the meeting of 18th April 2015 was circulated with the agenda for the meeting. The Chairman said that he felt that a modification to the paragraph 3.1.6.1 should be made, read out his suggested re-wording and proposed that, subject to this change, the minutes be approved. This was agreed, with all in favour.

2 Governance – Register of Interests.

2.1 At the last meeting, it was agreed that there should be a Register of Interests should be kept for all members of the Task Group, so as to show due governance over any matters relevant to the compilation of the Neighbourhood Plan.

2.2 A proposal for a form to be completed for this purpose, based on that which is used for the Parish Councillors was circulated with the agenda for this meeting. This was generally felt to be a satisfactory document, subject to references to 'The Village Area' being modified to read 'The Neighbourhood Area'. A new version, with this change, is to be circulated to all members for completing and returning to The Secretary.

3 Guidance on conducting a Neighbourhood Plan.

3.1 The agenda noted an internet link <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning> and the chairman suggested that this government issued document could be used as a basic reference source during the course of preparing the Neighbourhood Plan. It can be downloaded as a pdf and should be used as a source of checks and balance in the process.

3.2 It was also pointed out that Mr. Pearce is also on hand and working with The Group to ensure that actions taken are appropriate and legal.

4 Plan and timeline

4.1 Mr. Pearce outlined the process as falling in to the following stages/sub actions.

4.1.1 Stage 1 - Public Consultation via a Questionnaire to be circulated to all residents to determine raw data on which the future direction of the development of The Village should be going.

4.1.1.1 Develop a Logo and set up an interactive Website to both keep up the momentum and allow feed back as things proceed. This should have on it the basic 'vision' of why the Neighbourhood Plan is being prepared and should include notification of Group Meeting Dates and record meeting

minutes etc.

Councillor Lawton confirmed that this is already in hand.

There was a certain amount of ongoing discussion as to the use or desirability of using 'Facebook' and/or 'Twitter' accounts but Mr. Pearce recommended that these should not be used. The question was also raised whether a 'Blog' would be useful but it was generally felt that this would be likely to bring out an excessive amount of comment that would not necessarily be useful.

It was agreed that we should initially start with a simple website initially with agendas and minutes of the group meetings.

4.1.2 Stage 2 – Analysis of the data coming back from the questionnaire

4.1.2.1 SDC (Simon Purfield) can assist in the whole process including the screening and analysis of the data.

4.1.2.2 Following screening, it has to be determined whether any aspects of the outcome would be in conflict with legal requirements, Government Policy, SDC Core Policy etc., and a Strategic Environmental Assessment should also be undertaken. (It was suggested that there may be some additional funding available for this and this should be followed up).

4.1.3 Stage 3 – Write Draft Plan based on the responses from the questionnaire.

4.1.3.1 If there is a significant shift from what is required by the District Council, there may have to be a further Public Consultation.

4.1.3.2 The plan will have to have a statement of Community Involvement and it was agreed that this should be recorded month by month as the process goes through.

4.1.4 Stage 4 – District Council will appoint (and pay for) an Independent Examiner to check The Plan.

4.1.4.1 Should The Examiner require any changes, it may have to go back to The Village in a further consultation.

4.1.5 Stage 5 – Referendum to be held.

4.1.5.1 The question on the voting form will be a simple 'Do you agree with The Plan' and have 'Yes' or 'No' answer boxes only. It will be approved, or not, on the basis of a simple majority on the number of votes cast.

4.1.5.2 Once adopted it will become part of the overall development plan for The District.

5 Views on Questionnaire

5.1 The Chairman said that there have been three issues of the questionnaire circulated and various comments have been fed back. The process is still ongoing.

5.2 Councillor Lawton

5.2.1 questioned whether it is necessary to include questions on the demographics of the respondents and suggested that it would be better to use national statistics, thus saving analysis time and

5.2.2 suggested that the tone should be kept to what do people want, rather than put in leading questions.

5.3 Various points on wording of the questions were raised including :-

5.3.1 The Parish Plan questionnaire contained a number of 'leading' questions and a repeat of this should be avoided.

5.3.2 Recently there has a certain amount of discussion in The Village concerning development of sports facilities. Councillor Middleton said that his undoubted preference would be develop those that already exist rather than look at a large new combined facility on a new site. Bearing in mind what is currently being looked at by the Football Clubs on their use of the Recreation Ground, it was agreed that Councillor Lawton, Councillor Middleton and Mr. Charlie Waterworth should discuss what approach should be used on this. Mr. Pearce suggested a wording along the lines of 'Would

you like to see development of Sports Facilities and if 'Yes' explain how this should be' could be used.

- 5.3.3 *Bearing in mind that The School is seemingly attended by more pupils from outside of The Village than inside, should a question as to whether further expansion of the facility is wanted, be included. Councillor Lawton said that County Council have confirmed that ongoing support for The School is ring fenced and expansion will be happening.*
- 5.3.4 *With the uncertainty that currently exists regarding which way SDC will finally come down on the issue of housing allocation, should the question as to whether we actually want more houses introduced in The Village.*
- 5.3.5 *Bearing in mind that the safety of the Green Belt cannot be relied on for ever, should the question be directly be posed 'Do we want The Village to stay largely as it is?'*
- 5.3.6 *Mr. O'Donnell said that the preservation of Green Spaces is an important issue, and a question should be included to cover this. This was agreed.*
- 5.3.7 *On the matter of recommending possible areas for housing development in the Neighbourhood Plan, Councillor Lawton said that this should only be done in the event of the questionnaires coming back with a clearly identified call for new housing.*
- 5.4 *The question was raised as to whether we could use the Internet based 'Survey Monkey' to bring in the responses. Following discussion as to the pros and cons of this approach it was agreed that conventional postal services for both sending out and returning the questionnaires should be used.*

6 Questionnaire Distribution.

- 6.1 *Quotation for printing 20 page questionnaire (Claridges in Warwick) is circa £500 in black and white or £1,800 in full colour.*

On this aspect, Councillor Lawton said that the quotation from the Graphics Company includes design and printing of the questionnaires.

- 7 *Envelopes have been purchased at a cost of £69 (A4 size) for circulation and return of the questionnaires – addressing can be done in house. Postage at normal rates would be £484 first class or £381 second class.*

8 Independent Scrutiny of Questionnaire

- 8.1 *Chairman is to meet with Simon Purfield (SDC) and discuss this.*

9 Any Other Business

- 9.1 *Due to demands on her time, Dawn Gazey-Lewis has regretfully found it necessary to resign from her participation on the Neighbourhood Plan Group.*

10 Date of Next Meeting.

Date to be advised.