

## Coombe Bissett and Homington Neighbourhood Plan Steering Group Meeting 18 February 2019

### CC's private residence

Present: CC, DP, PC, TM, DH, AL, AB, PC (observer)

Apologies: None

Actions highlighted in bold

### Minutes of Previous Meeting

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Minutes of the last meeting were agreed by the group.

### Constitution of Steering Group

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The NP steering group's constitution was ratified by the Parish Council (PC) in July 2018. Upon review, the following amendments were proposed:

- Para 1.3. AL proposed changing the grammar to "This ToR was approved..."
- Para 1.3 (3.3). CC proposed to remove reference to a standalone website (as information will be published on the community website). (Note: All item 3 to be re-numbered.)
- Para 5.3. CC proposed a minimum of 5 members of the group; upon discussion, the group agreed that the group should comprise of a minimum of 4 members.

CC proposed that the group should meet every two months for regular meetings, not normally monthly as specified in the constitution. CC suggested the next two meetings on Monday 15<sup>th</sup> April and 17<sup>th</sup> June.

A draft conflict of interest policy was discussed – it was agreed to amend the draft to state that should a member disclose a conflict they should withdraw from the discussion. DH suggested that if any development site affected a member personally, then they should withdraw themselves from the discussion.

**CC to update the constitution and conflict of interest policy with the above changes and provide to the PC for ratification. AL to update website once documents ratified by PC.**

### Group Members

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A handful of people suggested they would like to get involved in response to the questionnaire. The group agreed that any new members to the group should not have an explicit conflict of interest e.g. if they have a site they wish to put forward through the plan. **AB to provide list and contact details and CC to contact those who expressed such an interest.**

### Summary of Results

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DP distributed copies of a map showing the location of all sites put forward. This is 'work in progress' as it will require amendment before the PC meeting – see further notes below.

AB went through an interim analysis of the questionnaire data (a full report and completed analysis will be provided before the next PC meeting). AB is double checking the accuracy of the data entries and requires further engagement with someone with local knowledge on some of the sites, particularly those put forward to be protected from development.

**AB to meet with DP to discuss remaining sites. AB to meet PC to discuss data validity. PC to check database for accuracy.**

Following a postcode check:

- There was roughly a 1 to 8 ratio between CB and H responses which fits with the overall population
- There were 3 postcodes that appeared to be outside the parish (responses from Fordingbridge, Netherhampton and Bishopstone). On the basis that the questionnaires were distributed to households in the village then these responses will still be included in the analysis.

## Community Engagement

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CC suggested that an interim event could be held to distribute the questionnaire results as there is a desire in the community to know what is going on. The group agreed that the next PC meeting could be suitable as an opportunity for further input on the accuracy of the mapping based on suggestions put forward. The group also agreed that a map/s of different sites put forward (e.g. SHLAA, community suggestions etc) should be on display just before the next PC meeting. A summary of the results can be provided as a booklet for those interested. The mapping should be caveated as indicative. **AB to attend the next PC meeting to give a verbal outline of the results (12<sup>th</sup> March). AB/CC to liaise on handout of summary results and printing.**

In May (Saturday, **PC to confirm date**) there will be a bake and plant sale at the CB Parish Church. The group could maximise the outreach in the village by piggybacking on this event to share the questionnaire findings and give an update of progress. **PC to find out date and if church are willing for the NP group to piggyback.**

**CC to email the steering group members with a list of groups in the parish to start planning for an approach to engage them for their input. The summary results could be used as a reason to engage.**

## AECOM Site Selection Process

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CC updated the group with the Locality site assessment guidebook notes which highlight that sites need to be evidenced as suitable, available and economically viable. NPs can allocate sites for smaller plots e.g. up to five dwellings. If sites are not immediately developable then the plan can have an *aspiration* for a site. A Local Green Space can be allocated if it will afford greater protection than it has already.

AECOM (Locality technical support consultants – free of charge to NP group, paid for by Locality/government NP funds) have advised that all sites e.g. SHLAA, call for sites, any sites

submitted as planning applications and all sites identified by members of the PC or NP steering group should be included. However, if there are a large number (they suggested over 25) and we want to narrow the list then we can do so but would need to justify it. AB said that if AECOM also assesses LGS (Local Green Space) then the list will get much longer.

DP has mapped the land put forward in the questionnaire proposed for development, the SHLAA sites and those put forward in the call for sites. (CC has also shared this with DR – PC chair).

Some of the sites mapped are speculative suggestions from the community, and the exact boundaries are not clear. Sites to be protected from development still need to be mapped – this may be done on a separate map to enable clarity. **DP to amend some site mapping based on discussion, e.g. land in Homington. AB to check questionnaire data to ascertain if some site owners put forward their own land through the questionnaire (instead of a call for sites).**

Thought may be required on how to approach landowners if they are not aware their land has been put forward. DH suggested that AECOM do the shortlist; AECOM will likely contact the landowner to find out if they are available. **The group agreed that AECOM as an independent body should lead the process based on their recommendations, however the PC may wish to reflect on this and contact individuals should they feel it would be appropriate.**

The group also agreed that the list of sites to be put forward for assessment by AECOM for development and for green spaces should not be done until after the community has seen the proposed sites at the PC meeting on 12 March 2019.

## AECOM HNA

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AECOM will do a housing needs assessment and have proposed two housing needs research questions. The group approved the research questions. The group felt that AECOM's approach was too linear, however AECOM have stressed that an HNA should be done. (Note: this is not a questionnaire for our community.)

## Date of Next Meeting

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Monday 15 April 2019