

Coombe Bissett and Homington (CB&H) Neighbourhood Plan Meeting Minutes

19th June 2017

At Christine Cooper's personal address

Agenda item	Discussion; decisions highlighted in bold
1. <i>Members present:</i>	Tim Mynott, Christine Cooper, Des Hobson (CB&H PC link), Alastair Lack, Pauline Cullis and Amy Burnett (as minute taker)
2. <i>Apologies received and accepted from:</i>	David Parson
3. <i>Minutes of the last meeting – previously circulated</i>	The minutes were previously circulated by email and the group commented before they were finalised.
4. <i>Financial update:</i> a. <i>Approval of invoice from Amy Burnett for hours spent on admin/parish plan review</i>	<p>AB submitted an invoice for £398.75 for activities (admin and policy guidance, including a review of the Parish Plan) for the period 25/04/17 to 19/6/17. This invoice was approved by the group.</p> <p>TM will include the invoice total to NP accounts and to forward invoice to Debbie, CB&H parish council (who is the official accountable body).</p>
5. <i>Update on appointment of a WC Link Officer</i>	CC has been invited to attend a meeting with a WC on 5 th July in Salisbury to raise any questions the group may have.
6. <i>Progress on reviewing CB&H Parish Plan to be carried forward into NDP (AB) and preliminary scoping of evidence base</i>	<p>AB has carried out a review of which actions can be carried forward from the Parish Plan to the NDP. This was shared with the group ahead of the meeting. Due to the number of items on the agenda, further comment is invited by email.</p> <p>ALL to review the Parish Plan review and respond to AB.</p>
7. <i>Definition of appropriate sites for development (SHLAAs and other sites proposed by steering group) + update on new release of SHLAAs</i>	<p>The group discussed the proposed settlement boundary review and the recent SHLAA updates, which include detail on number of houses on each plot. DH referred to previous comments by the parish council on individual sites.</p> <p>The following sites were discussed:</p> <p><u>Site 1, Gerald Bundy's field:</u> Gerald Bundy and their</p>

developer have shared ideas informally with the parish council. This indicative plan is suggesting a retirement complex of approximately 15 houses. These are proposed as relatively high cost dwellings and may not be affordable to some older people who are looking to downsize or seek residential care/assisted living. There were also concerns some of the site falling within a flood risk area. GB's plans have been in response to the outcomes of the Parish Plan. Retaining a local priority for potential residents was discussed. Providing a traffic island on the Blandford Road to enable safe crossing by (elderly) pedestrians was suggested through S106 agreement/CIL. A phased approach to development was also noted. *The group was supportive in principle of development on this site.*

Site 2, Mr. Archer's field (S15): the group felt the proposed 22 dwellings proposed on this site was of too high a density. There are also access issues on the site. The site is within the AONB. *The group was not supportive of development on this site.*

Site 3, Cranborne Farm (S145): the site is an infill site with access via a single track, within the AONB. The site could be suited to a small number of family houses. *The group was supportive in principle of development on this site.*

Site 4, Barbary Lane (S186): the site is currently low grade agricultural land. There are no services nearby. *The group was supportive in principle of development on this site.*

Site 5, Foundry Cottages (3214 and 3409): the site is not within walking distance to the village centre and local services and has no pedestrian access. Considered ribbon development. *The group was not in principle of development on this site.*

Site 6: Drove Lane: currently agricultural land on the boundary of the AONB. *The group was supportive in principle of development on this site.*

Site 7, Garden Old Vicarage: Planning already been granted which is expected to commence once the estate of the former owner is settled. *N/A for being included as an NDP site.*

	<p>Since a number of sites were selected the group felt satisfied that the plan can progress with a mandate for delivering policies to ensure appropriate development on these and other windfall sites in the plan period.</p> <p>AB to share TisPlan proposed policy on providing a broad mix of housing (i.e. affordable and ‘low-cost’ housing) and affordable allocations policy.</p>
<p>8. <i>Decision on adoption of Proposed Group Constitution (shared by and modifications invited by email)</i></p>	<p>The group approved the constitution in principle with the following suggested changes:</p> <ol style="list-style-type: none"> 1. Being a relatively small group the group felt an AGM was not necessary 2. Remove formalities on amending constitution with a special meeting <p>CC is already performing the role of Chair, TM was elected as Treasurer and AB is the Secretary (as a paid role who is not a steering group member).</p> <p>AB to amend the constitution as above and invite final comment before finalising. CC to send to WC ahead of the meeting on 5th July.</p>
<p>9. <i>Action Planning – next steps: timeframe (milestones) and responsibilities e.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Defining Plan Area (working with WC Link Officer)</i> ▪ <i>Defining plan vision and objectives</i> ▪ <i>Locality Grant Application and project planning template</i> ▪ <i>Communications Strategy e.g. Website – text for page on CB parish page and Logo.</i> ▪ <i>Community Engagement e.g. questionnaire templates used by other groups</i> ▪ <i>Preliminary scoping of evidence base</i> ▪ <i>Updating draft plan</i> ▪ <i>Dates of next meetings</i> 	<p>AB clarified the vision for the plan should set out a positive description of how the community wishes to develop in the future, e.g. there will be limited development, houses should be affordable for all, elderly people should be well cared for through sufficient dwellings that improve their wellbeing etc. This should include the range of priorities from community engagement.</p> <p>As Treasurer, TM will draft an application to access grant funding from Locality to obtain further resources to progress the plan. AB will liaise with TM on the Locality Grant application.</p> <p>PC will review existing questionnaires (Broad Chalke and W/Tisbury) as a template for a local questionnaire to feed into the evidence base. AL suggested using the same questions to monitor trends, where they are relevant. AB will send the questionnaire used for TisPlan to PC when TisPlan supporting documents are uploaded in the public domain for Reg 14 (early July). A questionnaire sub-group will meet to discuss the draft questionnaire (tbc, August?), with a view to developing a questionnaire (and piloting it) by the end of August.</p>

	<p>An update for the local community was felt important to make people aware of the group’s progress and invite local residents to join the group (in line with the agreed constitution). In particular, new members of the group representing Homington would be particularly welcome. AL suggested the parish boards can be used to advertise NP communications. CC will provide text for website before PC meeting and then develop a press release to publish in the Express and other local media after the PC. DH will give an update at the parish council meeting 18th July before Gerald Bundy presents his outline proposals.</p> <p>A logo was not felt necessary at the time.</p> <p>AB clarified the six-week consultation on the plan area was carried out by WC and did not require significant preparation by the group.</p> <p>The group discussed the merits of having a drop in NP engagement session to inform a questionnaire, or having a meeting to discuss the results of the questionnaire. The latter was felt to be a more effective use of resource, given there have been two initial meetings already and the community would welcome some concrete feedback i.e. questionnaire findings and potential options.</p> <p>The questionnaire is proposed to be analysed in October to inform a consultation mid-November. A further press release will need to be published in October to advertise the proposed meeting to discuss the findings of the questionnaire in November 2017.</p>
<p>10. <i>Questions for CC meeting with WC 5th July</i></p>	<p>Confirming the process for formal consultation on plan area designation.</p> <p>[AB also suggested by email to CC a potential question could be how the allocation of the community area target is distributed across other neighbouring villages, and how the NP process can facilitate effective collaboration).</p> <p>The group will finalise a list of questions by email before 5th July.</p>
<p>11. <i>Any other business – urgent and brief items only</i></p>	<p>None raised at the end of the meeting but additional issues discussed and not within the agenda included:</p> <p>The new boundary proposals are partially on a floodplain.</p> <p>AL suggested parking issues might be resolved if space</p>

	<p>near the church was provided and a footpath to the school was created to relieve school traffic on the narrow roads. GB has suggested some of his land could be allocated to provide for expansion of the school's parking.</p> <p>GB planning application will be submitted before September 2017 at the earliest, given the detailed planning and refinement after the parish council meeting on 18th July.</p> <p>AB to send CC link to table of planning application history on WC website.</p>
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Meeting opened: 7:30; meeting closed: 9:40pm

Draft prepared by AB 25th June 2017