

WEST WICKHAM, CAMBRIDGESHIRE (the Village)

NEIGHBOURHOOD PLAN (NP")

Minutes of meeting of Neighbourhood Plan Working Group (WG)

7.30pm Tuesday 6 December 2016 at 49 Burton End

PRESENT:

Trevor Hall (TH - Chair)

Andrew Morris (AM)

Janet Morris (JM)

Arthur Mawby (AM)

Brian Upton (BU)

David Sargeant (DS)

Georgina Magin (GM)

Jennifer Dutton (JD - Minute Taker)

ALSO ATTENDING:

Mark Deas (MD)

Rachel Hogger (RH)

Both from Action with Communities in Rural England (ACRE)

1. MINUTES OF PREVIOUS MEETING (18 Oct 2016)

1.1. Attendee also Brian Upton. Simon Blackwell did not attend.

1.2. Item 4.3 End of Line 2/Line 3 should read "at the end of March 2017 i.e. the beginning of the next Financial Year".

1.2. Otherwise the Minutes were approved.

2. ASSISTANCE ACRE COULD PROVIDE

2.1. MD explained that a total maximum bid of £9k funding in 4 tranches (minimum of £1k per tranche) could be applied for within 6 months before the end of the Financial Year. The timing of bids is important. Applications were speedily dealt with but MD advised the WG not to bid for funding until the new Financial Year.

2.2. ACRE might impose funding limits in January 2017. ACRE charges £500 per day. The Housing Needs Survey (HNS) is funded separately by Hastoe.

2.3. TH outlined the progress made so far by the WG. Of 300 NP Survey forms initially delivered, 253 were returned of which 231 supported the implementation of a NP.

2.4. MD clarified that the NP cannot seek to impose more development control than the Local Plan agreed by South Cambridgeshire District Council (the LP) but it can identify where/where not and in what form/or not the residents wish to see future development within the overall parameters set by the LP.

2.5. The present LP is "out of date" and does not have much force as it fails to set out a policy for land supply to support sustainable development within the next 5 years. Hopefully the new LP would soon be approved, certainly before the NP

2.6. It was estimated that potentially between 10-12 new homes could be erected on in-fill land within the Village boundary.

2.7. Affordable Housing could be erected on an Exception Site outside the Village boundary but it could only be permitted if a Housing Needs Survey could identify a local need. Even if a need is identified, it will be necessary to argue that the Village could sustain development for the purposes of an Exception Site and that sufficient utilities are available.

2.8. The National Planning Policy framework seeks local NP input on design.

2.9. Section 106 Agreements {reference Town & Country Planning Act 1990 (as amended)} are linked to planning permission, imposing planning obligations on a developer (eg provision of Affordable Housing) to balance pressure created by new development with improvements to the surrounding area both as to the greater

good of the general area (eg financial assistance to extend the nearest school which might be in the next village) and local parish needs (eg financial assistance to provide a village hall).

2.10. The HNS should identify and assess the character of the Village. MD would let TH have a Tool Kit to assist. ACRE could assist with this but would charge for work done.

2.11. The HNS should identify and profile the need (or otherwise) for differently sized properties, elderly residents' requirements etc.

2.12. Stakeholders to be consulted include infrastructure and service providers. This should be evidenced in writing.

2.13. MD set out how Affordable Housing is allocated. There are normally 50 bids for every property. Applicants have to be on the Housing Register. 4 households in the Village are on the Housing Register. Different rules apply to Affordable Housing on Rural Exception Sites where priority is given to applicants with a local parish connection on a "cascading" basis, priority being first given to applicants with the strongest local community connection (e.g. those who live, work or have a relative within the Parish). In future years, this cascading process would look at applicants again with Village connections whereafter the search expands to nearby villages such as Balsham, progressively extending further outwards.

2.14. The NP needs to be refreshed if the LP changes. MD advised the need to refresh the NP be clearly identified and monitored to ensure its continued application after any LP review.

2.15. A 5 year land supply plan in the LP and clear supporting evidence as to residents' vision are crucial to the NP. ACRE can give assistance (RH had considerable experience) at a cost. The evidence should analyse needs and clearly state a design policy identifying what the residents want/don't want to see in any development within the parameters of the LP.

2.16 MD advised that he would provide documentation to enable a Character Assessment to be undertaken by the Working Group.

2.17. RH strongly advised the need for further evidenced engagement within the community to set out the overall vision for the NP. The Drop-in Session at the Village Hall in January should be used to elicit more hard evidence e.g. written comments to be left anonymously in a post box or on a wish tree. It was agreed boards should be erected on which written comments could be left.

2.18. RH stressed the need for the WG to employ a clear strategy for the NP process and collate clear hard evidence.

2.19. MD and a colleague from Hastoe would attend the January Drop-in Session at the Village Hall.

2.20. Whilst the Housing Act 2016 is in force, no Regulations are yet in place.

3. GRANT BID TO ACRE

3.1. To be made after the new Financial Year.

4. DROP-IN SESSION 14 JANUARY 2017 3-6PM (DIS)

4.1. TH would arrange felt display boards from the Village Hall to be available.

4.2. Attendees to be invited to pin written comments of what they want to achieve in the Village with emphasis on design and appearance.

4.3. DS to research cost of a advertising banner.

4.4. TH to arrange posters to advertise the event around the Village.

4.5. TH to liaise with AM to put article in the Village Voice to advertise the event and encourage attendance.

4.6. TH to produce guidelines by way of a crib sheet as to how members can engage attendees and generally what aspects to talk about.

4.7. TH to arrange refreshments funded by the Parish Council.

4.8. Members of the WP should arrive at 2pm to assist setting things up.

5. DISTRIBUTION OF HOUSING NEEDS SURVEY AND ADVERTISEMENT OF DIS

5.1. HNS to be distributed by hand in early January. Members should try to engage with residents at point of delivery to encourage participation generally and attendance at the DIS.

5.2. A flyer would be included to invite attendance at the DIS.

5.3. Completed HNS in the sealed envelopes to be collected from residents by end January.

5.4. AM reported Monday 14 December deadline for article to appear in the January edition of the Village Voice. Printers closed 23 Dec-2 Jan. AM anticipated delivery to him by 23 Dec.

5.5. DS would send reading links list to TH.

5.6. Envelopes for the return of the HNS would be numbered to track the anonymous and sealed returns.

6. REQUEST FROM THE PARISH COUNCIL

6.1. The Parish Council had requested the issue of road flooding and drainage issues to be included in the NP.

6.2. The meeting felt residents' views on these issues should only be canvassed from the viewpoint of the Environment.

6.3. The meeting considered it otherwise inappropriate for inclusion as a specific topic in the NP.

6.4. TH reported that the District Council had at least cut the highway grips.

7. ANY OTHER BUSINESS

7.1. See Item 1 above.

8. NEXT MEETING

8.1. 7.30 Tuesday 7 February 2017 at 49 Burton End.

Meeting closed 10.10pm