

EAST MEON NEIGHBOURHOOD PLAN (EMNP)

Team Meeting – 17 December 2014

Attendees:

- Sue Atkinson
- Brian Biggs
- Patricia Blakstad
- Ceanna Collett
- Shannon Hammond
- Judy Norman
- Lucinda O'Bryan-Tear
- Alan Redpath
- Joe Selby
- Robin Smith
- Pip Sweeney

Apologies:

- Richard Brown
- Alan Collett
- George Rattray

Meeting Agenda

- Review of preparation and arrangements for the Pop in Session on 7 February
- Review of criteria for potential building sites and input of findings into the Housing Site Matrix

Summary of Discussion

Pop In Session:

Progress update from S. Hammond on preparation of materials. Received banner and flyers from printer. B. Biggs to organize display of banner and S. Hammond to coordinate with team to distribute flyers to households first week in January. Artwork for display boards in progress for Landscape Design (1 Green Spaces board and 1 Policies board). Visual Design board will be finalised after review by Lisa Jackson the week of 7 January. Built Development boards will be finalised after Steering Committee meeting on 15 January.

Discussion was held regarding how the day would work / how to handle the flow of parishioners to the pop-in session. It was agreed amongst the team that residents should be given context with an overview of process, constraints, etc. prior to reviewing policies and site assessments. Originally, it was suggested that the small hall be used for the overview, with the large hall for the team boards. It was subsequently decided that the small hall to be used for the site maps, the matrix and the draft layouts. The large hall will be used for the Alan/Sue Storyboard, Landscape Team boards and the VDS boards.

A. Redpath and S. Atkinson agreed to work together to create these boards. Due to time constraints, they will circulate the concepts to the team for comment rather than review together in a meeting format.

B. Biggs will reserve the Village Hall for 8:00 am to provide ample time for setup and preparation prior to the public's arrival.

Any decisions regarding the site assessments made at the Steering Group meeting on 15 January will be circulated in the meeting minutes, which will be made available to the entire team.

Matrix Review:

George Bartlett and B. Biggs developed the site assessment criteria matrix with input from the independent consultant, Lisa Jackson. Completing the matrix is an iterative process; after today's review, Alan Collett, Chris Gieves, as well as the planning and landscape consultants will review the matrix.

All suggested sites were assessed according to 17 criteria using a traffic light approach – scores of green, amber, or red were given based on how well the site met the definitions of the criteria; the team took extensive time to review every site and come to an agreement on the assessment.

The criteria used to assess the sites included: Availability, Site Access, Traffic, Sewerage, Surface Water, Type of Development, Location, Site Capacity, Effect on Village Character, Landscape Impact, Effect on Open Spaces, Effect on Conservation Area, Effect on Adjacent Properties, Effects not Identified, Best Use of Land, Effect on Biodiversity, Effect on Climate Change.

A few notes regarding the criteria:

- A built development policy should be considered to address the need for sewerage/drainage system upgrades to accommodate any new development
- New legislation has been put forward regarding surface water issues; new development needs to meet the criteria set forth in this legislation to prevent exacerbating any surface water runoff issues.

Next steps:

- B. Biggs to update matrix and distribute to team for review and comment
- A. Collett and C. Gieves to provide input
- Planning and landscape consultants to provide input
- Steering Group meeting on 15 January to finalise matrix prior to 7 Feb session

Action Items

- Shannon Hammond to continue to coordinate material preparation for Pop In Session
- Alan Redpath and Sue Atkinson to develop overview/context information boards for Pop-In Session and distribute ideas to team for comment
- Brian Biggs to reserve small hall in addition to the larger room at the Village Hall
- Brian Biggs to update matrix and distribute to team for review and comment

Any Other Business

None

Date of Next Meeting

To be announced

Submitted by Shannon Hammond, 20/12/14