

Minutes of Neighbourhood Plan of Leadership Group Meeting Applebury Cottage 8pm on 13th August 2015.

Attendees

George Thompson

Clint Hanson

Steve Ridgeon

Apologies for absence; Chris Moor

Purpose

Following the EMNPSG meeting at Glebe House on 8th August, the Leadership Group (LG) met to consider how to move forward in completing the Neighbourhood Plan. Several documents have been provided to the LG including some links for guidance.

Agenda

- 1) NP Process
- 2) Review key documents
- 3) Project Plan
- 4) Action planning

Documents provided

1. MoU between East Meon Parish Council and South Downs National Park Authority in relation to Neighbourhood planning, signed on 9/3/15.
2. Neighbourhood Plan Project Plan dated, 18/3/15.
3. East Meon Neighbourhood Plan Status, dated June 2015.
4. Neighbourhood Planning – Keep it Simple, published by Locality.

Discussion

The LG used the [flow chart](#) from the planning guidance on the government planning portal as a vehicle for structuring the meeting with the purpose of identifying the activities that were felt to be complete or that required further work.

The planning guidance flow chart breaks down into 5 sections. Key points from the discussion and actions are align with the 5 section.

Site / Broad Location Identification

The process identifies 4 steps in this section:

1. Determine assessment area and site size
2. Desktop review of existing information
3. Call for sites /broad locations
4. Site / broad location survey

The LG believe that these steps have largely been completed. The LG have not seen documentation that supports this view.

Actions (Chris Moor to lead):

1. Gather the evidence from EMPC and previous NP work and identify any missing activities and documentation.
2. Gather evidence of consultation to support this section.

3. Document this section of the process for both the Neighbourhood Development Plan (NDP) and for the website. Consider how to communicate this with residents at the next NP forum.
4. Confirm resources required and onboard them.

Site / Broad Location Assessment

The process flow chart identifies 5 key steps in this section:

1. Estimating the development potential
2. Suitability
3. Availability
4. Achievability – including viability
5. Overcoming Constraints

In addition, the LG added further steps (it may be these are covered elsewhere, but captured here for completeness).

6. Village Design Statement
7. Planning policies
8. Alignment with SDNPA Local Plan

The LG are aware that a lot of work has already been achieved in this section including:

- The Landscape Character Assessment
- Village Design Statement
- Material presented at the NP Pop-in
- Residents feedback from the NP Pop-in
- Draft policies

And that there are some outstanding inputs

- Highways Agency survey
- Environment Agency survey
- (Others to be identified)

Actions (Steve Ridgeon and Clint Hansen):

1. Obtain all documentation relating to this section from the Chair of EMPC.
2. Obtain all feedback received from residents from the Chair of EMPC.
3. Classify the documentation for referencing and relevance to the final NDP and for further consultation.
4. Identify the criteria that has been applied to date for assessment.
5. Agree how to evidence the process in this section.
6. Identify the gaps in the activities.

Actions (Chair of EMPC):

1. Provide all documentation.
2. Confirm arrangements for Highways Agency survey
3. Confirm arrangements for Environment Agency survey
4. Include a member of the LG in all meetings
5. Take ownership of ensuring all outputs align with SDNPA Local Plan and other external requirements.
6. Confirm resource for completion of Policies and arrange for meeting with LG.

The LG aim to have reviewed sufficient evidence/documentation to be able to re-draft the project plan for NDP development at the next meeting of the LG (8pm on 20th August 2015 at Mistletoe Cottage).

Windfall Assessment

The section of the process is to “Determine housing/economic development potential of windfall sites (where justified)”.

Action (Steve Ridgeon)

1. Discuss approach to completing this section with Chair of EMPC Planning Committee.

Assessment Review

The section of the process has 2 key steps:

1. Assessment of development need for housing and economic development uses.
2. Review assessment and prepare draft trajectory. Enough sites/broad locations?

A draft [Housing Needs Analysis](#) has been produced. Note: this document states that it is not for distribution outside the project group until it is finalised. It was agreed that a short form summary of this should be produced. This document requires review and consultation. This will form part of the planning stage of the LG.

Planning for the Review Assessment will be completed in the re-planning stage of the LG.

Final Evidence Base

This section includes the following steps:

1. Evidence Base
2. Monitoring
3. Deliverability (5 year supply) and developability for housing
4. Neighbourhood Development Plan preparation

The LG agree that the Evidence Base needs to be compiled throughout the whole process. Actions here and in previous minutes aim to assign resources to begin this work as soon as possible. Using this structure will allow gaps in evidence to be identified as early as possible.

Action (George Thompson):

1. Discuss potential for contracting a professional write to produce the NDP for consultation.

Other items of discussion

Communication

- Is there an email address/letter box for resident to communicate with the EMNPLG? Is this desirable?
- Action LG/PC: Develop communication strategy: include all web site, Meon Matters and notice boards - include minutes of all meetings and most effective way of updating residents etc.

Summary of actions

Meeting date	Ref	Process	Action	Owner	Status
13/08/2015	1	Site Identification	Gather the evidence from EMPC and previous NP work and identify any missing activities and documentation.	Chris Moor	to be confirmed
13/08/2015	2	Site Identification	Gather evidence of consultation to support this section.	Chris Moor	to be confirmed
13/08/2015	3	Site Identification	Document this section of the process for both the Neighbourhood Development Plan (NDP) and for the website. Consider how to communicate this with residents at the next NP forum.	Chris Moor	to be confirmed
13/08/2015	4	Site Identification	Confirm resources required and onboard them.	Chris Moor	to be confirmed
13/08/2015	5	Site Assessment	Obtain all documentation relating to this section from the Chair of EMPC.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	6	Site Assessment	Obtain all feedback received from residents from the Chair of EMPC.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	7	Site Assessment	Classify the documentation for referencing and relevance to the final NDP and for further consultation.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	8	Site Assessment	Identify the criteria that has been applied to date for assessment.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	9	Site Assessment	Agree how to evidence the process in this section.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	10	Site Assessment	Identify the gaps in the activities.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	11	Site Assessment	Provide all documentation.	Alan Redpath	to be confirmed
13/08/2015	12	Site Assessment	Confirm arrangements for Highways Agency survey	Alan Redpath	to be confirmed
13/08/2015	13	Site Assessment	Confirm arrangements for Environment Agency survey, if required	Alan Redpath	to be confirmed
13/08/2015	14	Site Assessment	Include a member of the LG in all meetings	Parish Council	to be confirmed
13/08/2015	15	Site Assessment	Take ownership of ensuring all outputs align with SDNPA Local Plan and other external requirements.	Parish Council	to be confirmed
13/08/2015	16	Site Assessment	Confirm resource for completion of Policies and arrange for meeting with LG.	Parish Council	to be confirmed
13/08/2015	17	Windfall Assessment	Discuss approach to completing this section with Chair of EMPC Planning Committee.	Steve Ridgeon	Open
13/08/2015	18	Evidence Base	Discuss potential for contracting a professional write to produce the NDP for consultation.	George Thompson	Open
13/08/2015	19	Communication	Develop communication strategy: include all web site, Meon Matters and notice boards - include minutes of all meetings and most effective way of updating residents etc.	Leadership Group / Parish Council	Open
08/08/2015	1	LG Planning	AR will provide electronic copies of relevant documentation to EMNP- LG	Alan Redpath	ongoing
08/08/2015	2	LG Planning	AR will obtain and share the existing project plan.	Alan Redpath	Complete
08/08/2015	3	LG Planning	AR will arrange a briefing by Lisa Jackson and Chris Patterson for the re-constituted EMNP- LG .	Alan Redpath	Open
08/08/2015	4	LG Planning	AR will liaise with Working Group Leads to arrange a briefing on the working group activities and status.	Alan Redpath	Open
08/08/2015	5	LG Planning	AR will obtain from Lisa Jackson a template NP documents to show what content is required.	Alan Redpath	Open
08/08/2015	6	LG Planning	CM will continue to improve the EMNP website. The need to additional writing skills	Chris Moor	Ongoing

			was identified and attendees will consider options.		
08/08/2015	7	LG Planning	EMNP- SG to advise EMNP- LG of all relevant meetings so that attendance can be arranged.	Parish Council	Open
08/08/2015	8	LG Planning	AR to coordinate an update meeting with existing NP work groups	Alan Redpath	Open
08/08/2015	9	LG Planning	AR to identify potential resources for the consultation section.	Alan Redpath	Ongoing
08/08/2015	10	LG Planning	AR to write minutes of the meeting for publication as part of the consultation.	Alan Redpath	Drafted

Next meeting of Leadership Group (LG)

Thursday 20th August at Mistletoe Cottage at 8pm.