



**23rd MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP
THURSDAY 28TH JULY 2016, 7.00PM
OLD FORGE HOUSE, BOUGHTON LEES**

Attendees:-

Carol Bunker **(CB)**
 Erica Lasparini **(EL)** - Chair
 Jane Hall **(JH)**
 Fiona Miller **(FM)** – Minutes
 Ray Burrough **(RB)**
 Bob Morgan **(BM)**

#	Detail/Actions	Action Owner
1.	Apologies for absence	
	Bryan Hall had sent his apologies	
2.	Minutes of meeting of 22nd June 2016 and matters arising	
	<p>All confirmed they were happy with the minutes. However the following addition was suggested by CB to item 5a paragraph 3:-</p> <p>“They would assess the sites in pairs, with the other pair scrutinising the assessments. Care will be taken to avoid potential conflict of interest where an assessor lived in close proximity to a site.”</p> <p>All agreed to this amendment.</p> <p>It was agreed that all matters arising would be covered during the meeting.</p>	FM
3.	Chair’s report	
3.1	Neighbourhood Plan Survey events	
	EL noted that although the attendance at the Sandyacres event had been disappointing some very positive comments had been received at both the Sandyacres and Iron Room events and further evidence collected.	
3.2	JH praised the excellent presentation of survey information by EL.	

	<p>Finance report – recent expenditure</p> <p>EL reported the following expenditure on the community feedback events:-</p> <ul style="list-style-type: none"> - £322 – Banners - £160 – A1 posters for displays - £96 – Postcards - £200 – Room Hire <p>The actual expenditure to date for the parish household survey is apx £1,500 which is within the budget of £2,400.</p> <p>3.3 Summer Break It was agreed that the Steering Group will now break until September.</p>	
	<p>4. Assessment of Potential Development Sites</p> <p>4.1 Review of Housing section in Local Plan CB gave an overview. It was noted that the vision for housing in the ABC Local Plan is to prioritise housing in brownfield sites in the town centre and is opposed to piecemeal development in the villages.</p> <p>The Plan includes a development of 300+ houses in Eureka Park.</p> <p>4.2 Site assessments – what will we need to include in our NP? CB outlined the required format, including scoring and photography. BM offered to take photographs of each of the sites and to approach possible contact about aerial photographs for NP document.</p> <p>4.3 Land allocation – options and what is the established need? EL outlined some possible options available to the Neighbourhood Plan in terms of land allocation:-</p> <ul style="list-style-type: none"> - to allocate site(s) for development - to make no land allocation but to rank the sites in order of preference - to make no land allocation <p>A general discussion took place about local housing need. The NP Survey had identified a low level need for affordable housing. This was broadly in line with ACRE local housing needs survey carried out in 2015 which identified a need for up to 13 affordable homes in the parish. There was a strong preference for development on brownfield sites. The NP survey had also identified some preference for smaller houses as starter homes and for downsizing. It was thought that both of these needs might be met by development on Eureka Park.</p> <p>The group felt that the Eureka Park development will have a big impact on the parish, particularly in additional traffic.</p> <p>4.4 To agree the list of sites to be assessed EL tabled a list of sites comprising 5 of the 7 that had been submitted to ABC for the Local Plan. Eureka was now confirmed as a strategic site in ABC’s draft Local Plan. The Ashford Golf Club site</p>	<p>BM</p>

	<p>was not available for development. Three potential sites had been put forward in response to our call for sites. A list of 8 sites for assessment were agreed.</p> <p>EL reported that the potential developer of the Rook Toll site at Boughton Lees had been in contact and had offered to make a presentation to the Group and the Parish Council. It was agreed that this would be helpful.</p> <p>4.5 To agree out supplementary assessment criteria JH outlined Ashford Borough Council’s standard sustainability assessment criteria which it was agreed would be followed for the NP site assessments. However it was agreed that Parish specific criteria needed to be added to allow for:-</p> <ul style="list-style-type: none"> - Maintaining the rural nature of the community - The scale and size of the housing development - The impact of development on traffic <p>These would reflect the priorities of the respondents to the Neighbourhood Plan Survey.</p> <p>It was agreed to add +/-2 to the relevant objectives to take account of these factors.</p> <p>CB and JH to define the three parish specific criteria amend the assessment forms to include these changes. EL to post the assessment criteria on the website.</p> <p>4.6 To agree the draft letter/email to landowners/agents EL tabled a draft letter to landowners asking permission for site visits. This was agreed subject to the following amendments:-</p> <ul style="list-style-type: none"> - That we will require details of their proposals - If we do not hear from them by a certain date we will assume that their sites do not wish to be considered. <p>EL to amend accordingly. CB to send out letters/emails.</p> <p>4.7 To agree the timetable for site inspection visits and completing assessments The following timetable was agreed:-</p> <ul style="list-style-type: none"> - Site assessments completed by end of September - Paperwork completed by end of November - Presentation to Parish Council in early 2017 	<p>CB, JH EL</p> <p>EL, CB</p> <p>CB,JH, EL,BM</p>
<p>5.</p>	<p>Designation of Green Spaces</p> <p>CB noted that the Neighbourhood Plan can designate green spaces for community use.</p> <p>All to try to identify areas that we would wish to include in the NP.</p>	<p>ALL</p>
<p>6.</p>	<p>Next Steps</p> <p>EL outlined the next steps:-</p> <ul style="list-style-type: none"> - All to review the draft Local Plan - Complete and write up Site Assessments by end of November - Aim to have a skeleton draft NP written by the end of the year 	

	- Consult with Parish Council, Residents' Associations, ABC, Key Landowners and Businesses on skeleton draft NP.	
7.	Revising our Vision Statement EL tabled a draft revised vision statement that was discussed.	
8.	Any Other Business CB suggested that JH/CB/EL/BM meet to discuss the division of work on the site assessments. CB to set up meeting. EL noted that one of the major concerns of residents that came from the survey was traffic. There would be further consultation to help the Parish Council to develop a traffic management plan for the parish starting with an event in partnership with Boughton Aluph and Eastwell Residents' Association. This would fall loosely under the umbrella of the NP as it might be included in the NP as a candidate for some of the Community Interest Levy (CIL) funds that may come from new development in our parish. It would also provide further evidence on local traffic and transport issues.	CB
9.	Date of Next Meeting To be arranged in September.	

The meeting closed at 8.50 pm