

# MINUTES OF MEETING OF STEERING GROUP

MONDAY 23RD SEPTEMBER 7.15  
ST AIDAN'S CHURCH HALL

## 1. Welcome and Apologies

Present: Ruth Rovira-Wilde, John Shepherd, Jonathan Jordan, David Greensmith, Graham Sedgwick, Ian Goldthorpe, Bill Taylor, Ann Walker

The Chair welcomed two members of the Parish Council to the meeting - I Goldthorpe and Bill Taylor.

There was a round-the-table introduction for the benefit of the Parish Council members.

## 2. Update on Meeting with Planning Officers

The Chair gave an update as follows on the meeting between the Planning officers and Oxspring Parish Council. The Chair was invited to the meeting in her role as Chair of the Neighbourhood Plan Steering Committee.

- 2.1. We met with Head of Planning for BMBC Stephen Morralee & Principal Group Planner for Policy, Paula Tweed. This was a positive meeting and they were able to confirm that they had received our submission documents and request for designation of our neighbourhood Area. LPA apologised for the delay but were able to confirm that there had been no objections to our submission and boundary area during the formal consultation period of 6 weeks. However the initial delays meant that the formal decision (signing off), through delegated powers, would not be made until mid to late October. This will put our programme back one month.

We made them aware that there might be a requirement to change the boundary area as we move forward with some proposals and it was agreed that both the Steering Committee and the Planners would deal with this as and when necessary.

We shared with BMBC PA our programme, and they agreed that they will try to align with our planning schedule. It is particularly useful to them that we keep the date for the final referendum to coincide with Local Elections, usually in early May.

They agreed, as per Government guidelines, to share their baseline documents and any relevant and further information for the plan preparation. However, they did request that they should not be inundated with telephone calls from numerous members of the Steering and Sub Committees and we agreed that, in general, the Chair of the Steering Committee would be the main point of contact between the Neighbourhood Planning team and the Planners, however, in the event of the Chair's absence it was agreed that the Parish Council representative would also be able to contact the Planners if necessary.

## Questions arising

*Further explanation asked for regarding why we might need to realign our boundary area.. The Chair outlined an example of a scenario when we might want to revisit our boundary for Neighbourhood Planning Purposes i.e. if we wanted to expand the riverside access.*

*A further discussion took place regarding who should be contacting the Planning Department - and further debate regarding the role of the Secretary of the group. Clarification was given regarding the role of the Secretary. It was decided that the Chair was probably the best point of contact as she was most likely to be able to deal with any technical issues that might arise.*

- 2.2 **BMBC changes to Core Strategy & Proposals for Development Sites.** The Planners talked briefly about the revised programme and that as part of our NP proposals they will welcome the village/parish views on suitable and, most importantly, ‘sustainable and viable’ sites and levels of development. They explained that as part of their plan preparation process they had to test ‘reserved sites’ such as the one at Roughbitchworth Lane prior to releasing or considering Greenbelt sites within the rest of the Borough. So the important thing to stress is that our alternative locations will also have to follow a stringent viability and sustainability test.

### **Questions arising**

*There was a question from the group regarding when BMBC Local Planning Authority might finalise their revised programme. The Chair confirmed that it was early summer, which worked quite well with our planned programme.*

- 2.3 **CIL (Community Infrastructure Levy)** The LPA were not able to confirm the Council’s agreed policy but the Local Authority will have to finalise this by 2015. This is important to us when preparing our NP. The current Government Legislation outlines that Parish Councils with an adopted NP will be able to draw 25% of developers’ contributions for all development taking place in the village whether it is 1, 10 or 100 new homes. Parish Councils without a NP will only be able to draw 15% of developers’ contributions and only if there are 100 new homes developed in the area.

This potential levy for the Parish, will have to be identified in the NP, part 2, and could be linked to the projects and/or schemes, residents would wish to see the funding used for, e.g. fast internet links, new sport facilities, improvement of open spaces, repair of stone walls, etc.

### **Questions arising**

*Clarification was sought regarding exactly what the CIL was. Chair explained that the Community Infrastructure levy, which has not yet been set in Barnsley, would be based on a Policy written by the Local Authority which would designate the amount of money that developers would have to contribute to the Community Infrastructure Levy fund. Parish Councils would then be able to access 25% of the baseline figure from BMBC, to spend on topics raised in the Neighbourhood Plan.*

*The Chair also confirmed that the Local Authority would not be able to give any monies*

*allocated to the CIL for Oxspring, on any other projects in the Barnsley Area.*

- 2.4 **New allocations of schools in the Penistone area.** We requested clarification regarding reports in the local press that five new Junior Schools were planned for the area. LPA officers were unaware of this issue and it was pointed out to them that all local schools are currently at capacity with further planned growth over the next few years. They agreed to consult with their colleagues and report back in due course. We pointed out that this was a very important issue particularly when debating new build which will inevitably bring more school age children into the village.

### **Questions arising**

*Concern was raised regarding children who currently reside in the village not being able to get into their own village school, particularly if large numbers of school age children were to come into the village as a result of new homes being built in closer proximity to the school e.g. Roughbirchworth site.*

## **3. Draft project Programme**

The Chair advised the Committee that prior to briefly familiarising ourselves with the draft programme it was important to note the documents we will have to prepare as part of the | Neighbourhood Plan preparation and for Examination.

- △ Basic Condition Statement: this is to explain how we meet the four basic conditions of a NP.
- A Consultation Statement: To include a Communications Strategy, summary & evidence of all community engagement & consultation events etc.
- Evidence Base Document
- Neighbourhood Plan Policy Document
- Sustainability Appraisal

The Chair asked if anybody had any comments on the tabled draft Programme.

A question was raised on the preparation of a Scoping Report at the end of stage 1. "Plan Preparation". The Chair clarified that this first stage was about collating information and baseline documentation to support a Scoping Report for the Sustainability Appraisal. This was an iterative process and therefore it would require some flexibility on time scale.

### **3.1 Next Stage: Plan Preparation July 2013 to March 2014**

- a. Communication Strategy- Agree Focus Group to draft detail. RR-W to forward pointers and guidelines
- b. Finalise Draft Vision Statement for consultation- All

- c. Develop Evidence Base- This is to be the focus of next Sub-Group meetings. RR-W to circulate Guidelines & further documentation
- d. Carry out Site Assessment – Proposed sites have to be viable and sustainable. Draft work programme suggests that this activity could take place in January.
- e. Scoping for SA- RR-W to forward guidelines, etc.
- f. Consultation of first draft Vision Statement and Sustainability Appraisal scope in March 2014.

#### **4. Locality Funding Award and Agreement/Terms and Conditions**

The Parish Council representative on the Steering Committee advised the group on the following:

Oxspring Village Neighbourhood Plan has been awarded £6975 to support the production of the Neighbourhood Plan, subject to the Grant Terms and Conditions. This money should be paid into the Parish Council bank account within the next two weeks.

As part of the application for support we have also been offered Direct Support based on our requirements, and a bespoke package, outlining key activities and time-scales, will be offered and discussed with the Chair through Mike Dando at Planning Aid England. Although the support package gives an indication of the duration/support for each phase, based on our time table, it does not specify how many contact hours/etc. will be offered by PAE/Locality. If there is a limit to these (which the Chair thinks there will be) she would much prefer to focus PAE/Locality support on the later stages of the process.

Members of the Steering Committee were advised of the meeting to discuss these arrangements with Mike Dando on the 21st October at 10.00 a.m. at St Aidans and invitations were extended to anyone on the Committee who wanted to attend.

#### **5. Oxspring Village Neighbourhood Plan - update from Focus Groups**

- 5.1 It was agreed that from the minutes submitted by each of the groups there seemed to be some very common ground regarding the way forward, particularly based around tourism, keeping the village rural, and the type of homes that residents might want to consider.

#### **6 Vision Statement - Sustainable Development**

The Chair read out examples:

- The Neighbourhood Plan vision defines Exeter St. James as follows:

“It will be a great place to live and work close to the City Centre and University and will support Exeter’s character, identity and cultural life. St James will become known by people at all stages of their lives as one of the best parts of the City in which to live. St James will

be known for its strong community, rich urban character, attractive green streets and spaces and thriving natural environment. It will be safe and enjoyable to move around on foot and bike and will be well connected to the rest of Exeter and beyond by public transport”.  
(Exeter St. James Forum, March 2013, p13)

- Thame neighbourhood plan vision key objective is to maintain its character as a ‘real’ market town. This is defined in the NDP by the Town Council as:  
“(…) a small town in the countryside which has a regular market and acts as a centre or surrounding farms and villages. To maintain this character the town must: continue to feel ‘compact’; continue to have a close relationship with the open countryside around it; retain its markets; continue to act as a centre for the surrounding area, not just residents; remain attractive to residents and visitors”  
(Thame TC, 2012, p12)

6.1 It was agreed that the leads on the three Sub Committees should meet to try to pull together a draft Vision Statement that encompasses all the items discussed at their earlier meetings. this will then be presented to the next Steering Committee meeting.

7 The Chair advised that we would need to prepare a Communication Strategy and that we would have to identify a lead/group to implement this element of our NP. The lead on the Economy group indicated that he would be happy to participate on this group and we will discuss this further at our next Steering Committee meeting.

## **8. AOB**

Draft Terms of Reference for Steering Group

The draft Terms of Reference were discussed and minor amendments were suggested. The Parish Council representative will make the suggested amendments so that this document can be adopted with immediate effect.

## **9. Date and Time of next Meeting**