

Bearley Parish Council
Minutes of the Neighbourhood Plan Committee Meeting
held in Bearley Village Hall

Monday 20 October 2014 starting 7:30 pm

Present:

Committee Members – Cllr Arslan Erinmez (Chair), Simon Ward, David Harrison, Terry Moore, Michael Hayes.

Parish Councillors – Cllr Arslan Erinmez, Cllr Jane Harrison, Cllr Carolyn Phillips, Cllr Jim Maiden, Cllr Jo Wall.

Parish Clerk – Lizzie Price

1. Apologies

Apologies were received from John Bolger.

2. Declaration of Interest

None.

3. Progress with the Neighbourhood Plan

Cllr Erinmez reported that the drafting of main body of the plan was about 6 weeks ahead of schedule as per the project plan with Chapters 1-7 and associated appendices completed. He advised that Stratford District Council had been extremely helpful by prompt response to queries raised.

A Public Consultation Meeting was planned for 24 November following which the task of writing supporting reports would commence. The Basic Conditions report will confirm compliance of the NP with UK and EU legislation, statutes, regulations and directives. The Consultation Report will indicate how the Parish Council has informed and consulted residents and stakeholders.

Stratford District Council will advise as to whether a Village Design Statement and an Environmental Impact and/or a Sustainability Assessment would be required as additional supporting reports. This advice is expected after the completion of Site Assessments for the development and infill sites in November.

4. Presentation for 24 November

Cllr Erinmez gave an overview of the proposed presentation which would include display boards. He advised that he would email copies of the Power Point presentation to attendees requesting that they critically analyse it and give feedback by 28 October 2014.

5. Preparation of the Consultation Questionnaire

The co-ordination of the questionnaire was being undertaken by Simon Ward

and John Bolger. SDC Consultation & Insight Manager Simon Purfield was engaged to provide a service including checking, printing, providing Stamped Addressed Envelopes for return of completed questionnaires to Simon to analyse the responses and provide a report by first week of February 2015. Bearley PC will undertake the distribution of the questionnaire to households.

6. Expenditure and Engagement of Professional Services

It was noted that £6,300 of the £7,000 grant awarded for the preparation of the Neighbourhood Plan by Locality/Community Development Foundation was now available to fund the expenditure incurred to date which was agreed as follows:

- (i) £1,600 to print, analyse and report on the first Consultation Questionnaire contract with Stratford District Council.
- (ii) £440 to purchase of projector, stand and screen for presentation purposes throughout the preparation of the plan and at consultation meetings.
- (iii) £1,000 for preparation of displays, leaflet drops, presentations and information leaflets for the 24 November consultation meeting.

Additional expenditure would be incurred in the future towards material required for consultation meetings, printing costs for the first submission draft and the final submission as well as the final version of the NP. The remainder of the grant of £700 is payable at the completion and successful adoption of the Plan.

7. Distribution of the Questionnaire

It was agreed that the distribution of the questionnaire should be arranged for between 25 and 29th November. The deadline for posting and/or collection of replies should be set for 8th January 2015. It was also agreed that:

- a leaflet drop inviting attendance at 24 November meeting should be arranged for the week starting 11th November;
- the delivery of questionnaire to each household should be recorded by the deliverer;
- Cllr Phillips would organise the delivery and see if Bearley Beacon deliverers could help and also consider procurement of delivery services;
- Cllr Erinmez would supply a checklist of delivery sheets for delivery zones;
- a collection service should be offered to help residents who cannot easily access postal facilities; and
- given it is the festive season two rounds of knocking on doors to remind parishioners to be arranged in mid-December and second 5-6 January.

8. Questionnaire Analysis

The timetable for the analysis of the questionnaire was agreed with Simon Purfield as follows:

Deadline for replies 8 January 2015, Data entry complete 20 January 2015, Headline results 25 January 2015, Final report 16 February 2015.

9. Next Steps

- Cllr Erinmez to send first draft of NP to Matthew Neal of SDC and the Committee members and Cllrs for critical analysis and comment;
- Cllr Erinmez to liaise with Matthew Neal to complete Site Assessments;

- Following the 17 November Parish Council meeting expedite distribution of Bearley Beacon including a Councillors Letter and the notes of the Parish Council meeting;
- Cllr Erinmez to review the first draft of the Plan and incorporate comments received and take into account questionnaire findings and aim for a March submission of the Draft Plan to SDC for stakeholder consultation;
- May 2015 Parish Council Elections.

10. Commitments from the Team

Cllr Erinmez commented that although he has as yet not decided whether to stand for election next May he was nevertheless committed to carry through with the plan to its completion date expected to be February/March 2016. He pointed out that that the NP Committee also needed to make a similar commitment to see the Plan to its completion.

Every effort from the community was needed so as not to waste this golden opportunity for the village to control its development to the end of this plan period in 2031 and to the next Plan period of 2050.

Residents would need to come forward ensure the continuity of an elected Parish Council at Bearley as if this did not happen in May 2014 SDC would take over the functions of the PC and determine the governance of the village.

11. Core Strategy Risks

Cllr Erinmez said that the SDC Core Strategy has now been sent to the Planning Inspectorate on 14th October. There were still a number of groups planning further presentations to the Government and the Inspector on matters including the Local Service Village Methodology. Three outcomes could then be considered as follows:

- No housing in LSV villages washed over by the Green Belt – would represent a dilemma as Bearley is fast becoming a village of old people;
- SDC Core Strategy delayed – Bearley could still go ahead with its own development and NP and get it approved as example cases already exist;
- More houses in LSV villages – provided the new number is not double of the existing Bearley could probably manage. If it is double the existing then the whole Broad Location (Faccenda owned site) would have to be committed.

12. Date of Next meeting

To be confirmed

The Chair declared the meeting closed at 8.50pm