

## **Stinsford Neighbourhood Plan ~ Steering Committee Meeting ~ Notes**

6<sup>th</sup> June 2019 ~ The Old Library, Kingston Maurward College

1. Those Present: Mary Brennan, Sally Cooke, John Mayo, Chris Mervik, Andy Stillman (Notes), Mitch Stone

Apologies, George Armstrong, Ann Balmforth, Michael Clarke, Liz Crocker, Sean Derham, Theo Hawkins, Stuart Holland' Keith Newton

2. Minutes of last meeting ~ agreed
3. Item (3) and (7) from the agenda. Chris suggested we should now be moving away from focusing on strategic direction and turn toward evidence collection.

He suggested it was now time to build the content of Section 3 of the outline plan and that we should be looking to start turning our objectives into policy.

In looking at how we might do this, Chris suggested we might form small themed groups to look at each aspect and guide it through to the draft finish.

We should ensure that the policies are not fixed before we go out to final consultation.

There was some discussion around these points: it was felt we should be giving guidance in the documentations as to the direction we were going in without being too fixed.

Chris then tabled a document: Suggested Guide for drafting" (appended)

Part of the main aims have been slightly re-drafted to stress how important it is to improve as well as protect the natural wildlife of our parish, and it is acknowledged that this may present quite a tension between human activity and wildlife. John described in detail how the amount of wildlife, both in diversity and quantity, had decreased over the last three or four decades and that we should be working to rebuild it.

4. Sally reported that Ann had stepped down both as co-chair, and from the Steering Group. Sally was concerned about how the various roles and workload could be covered, given that we have no secretary for the group, and that she had not intended to commit to acting as sole chairperson. Mary offered to take on the secretary role after the current meeting. Sally agreed to continue as chair for the time being.

Regarding the workload involved in progressing the plan, after discussion it was concluded that we could not set milestones far into the future, but that there was a need to continue pulling together the written work, and to make efforts to involve more volunteers, and to reach a sufficient proportion of the population.

5. Andy briefly covered the points raised in his response to AECOM: it was a thorough, detailed and useful document which provided us with good backing for focusing on affordable housing. Minor points he had identified for them included:
  - Concerns about whether any of their housing data they used had been influenced unwittingly by the presence of residential students at KMC,
  - Concerns over the accuracy of the number of social housing units in the parish,
  - Concerns over their varying understanding of the area covered by the neighbourhood plan being the same as that of the parish and that "Stinsford" itself was a settlement and not necessarily the whole parish.

6. Andy agreed to write the first draft for Section 3.5 on housing design etc in the outline of the plan.
7. Mary presented a brief report on progress with the Business Survey so far. Fifty-four businesses within the parish had been contacted and questionnaires distributed. So far just 31% return, and some of those were blank anyway, but it was thought that this was early days and more would come in. (Mary's brief summary is attached to these minutes.)
  - A discussion ensued about how to chase things up a bit ~ it was agreed that Sally, Mary and Michael would all contact their non-responders over the following days.
8. The group looked at the first twelve questions of the Residents' Survey – more was due to be produced over the following days.
9. Sally tabled Michael's financial report (appended at end of these notes) John queried some of the items and Sally explained that they related to the planning consultant who was engaged in the last financial year. It was decided that Sally, Michael and Andy should meet to see how to close off last year's Locality Grant in order that we could then apply for some more support.

The current budget looks healthy enough though future expenditure may require more support from Locality.

10. The date of the next meeting will be 4th July 2019.

## Summary of Stinsford Business Survey May/June 2019 (First Responders)

54 Business Surveys delivered  
17 (31.5%) responses of which 4 were blank Those with analysable responses-  
13 (24%)

Of these 13 businesses

- |                              |       |     |
|------------------------------|-------|-----|
| • Agriculture                | 38.5% | (5) |
| • Animal care                | 23%   | (3) |
| • Construction               | 7.7%  | (1) |
| • Education                  | 23%   | (3) |
| • Holiday accommodation      | 23%   | (3) |
| • Food processing/production | 7.7%  | (1) |
| • Others                     | 4     |     |

Businesses were attracted to the location by  
Rural area  
Home base  
Suitable space at commercially attractive price

Businesses have been in the area between less than a year and 677 years!  
In order of longevity-  
Less than a year, 1;2;3;6;8;8;15;30;40;70;170;677 years

### Advantages of the location

- Rural x1
- Nonex1
- Close to major roads X3 responses
- Centre of client base x1
- Superfast broadband x1

### Disadvantages

- None x 3
- Broadband x 2 comments
- Traffic on Cuckoo lane specifically x2 responses
- Traffic x 2
- Poor access for large deliveries
- Poor road maintenance
- No passing trade
- Footpaths
- High number of listed buildings - higher costs

### Broadband

- Very important 70 % (9)
- Moderately important 7.7% (1)
- Not very important 7.7% (1)
- Not important 7,7,% (1)

### Speed and reliability

- Good 31% (4)
- Adequate 15% (2)
- Inadequate 23% (3)

### Plans to Change the Premises in next 10 years

- No change 42% (5)
- Downsize 0
- Improve premises 50% (6)
- Enlarge premises 3 3 % (4)

### Workforce

- FT 1; 1; 1; 32; 100
- PT 1/1/2/24/210
- Total 1; 25; 34;1.5 ;310 ;5 ;2 ;1 ;1 ;2

### Travel to work on foot or by bike

7 responses no one

1 response- 3

1 response -20

### Difficulty recruiting staff

- Yes 18% (2)
- No 82 % (9)
- Why- lack of affordable housing, high housing costs versus relatively low wages
- Poor public transport . Lack of skills x1 response

Screen shots of other questions available- transport etc

Bi-monthly e mails most popular way of keeping in touch

3 offers of help-

E commerce/websites (Sean)

Business manager opinion/ meeting space (Zoe Greenwood Grange)

Tea and anything within abilities (Ruth Kirby, Pidgeon House Farm)

**There were 11 respondents all of whom agreed with the aims and objective of the plan**

## **Vision, Aim and Objectives of the Stinsford Neighbourhood Plan**

DRAFT (revised 6th June 2019 - revisions in red)

The Stinsford Neighbourhood Plan will have at its core a **Shared Vision** for the protection and development of the parish that reflects and meets the community's values, hopes and needs for the period to 2036.

**The Aim** of the Neighbourhood Plan is to safeguard and enhance the parish's outstanding environment and heritage, whilst encouraging appropriate development and acknowledging the demands of climate change, by pursuing the following objectives:

- to maintain, protect and improve the beauty, tranquillity and accessibility of our rural landscape, together with its diverse wildlife, that residents and visitors value so highly;
- to care for its historic and literary heritage and to welcome appropriate numbers of visitors;
- to respond to the need for a demographically mixed population, a viable economy, and training, education and employment opportunities within the parish;
- to provide appropriate levels of housing and other facilities to meet the needs of the local community;
- to uphold principles of sustainable development and good and climate-friendly building design;
- to promote good and safe access links for walkers, cyclists and other road users, whilst working to reduce the reliance on fossil-fuel transport.

## **Thoughts on how we might take evidence, research and analysis of Questionnaires forward to writing the NP ~ Chris Mervik for meeting 6 6 19**

In the beginning, there were Themed Groups and an overarching Steering Group. For many reasons the Themed Groups were discontinued, but apart from identifying groups of individuals who were sufficiently enthused to work on different areas of the NP, their formation was possibly too early as many top level issues still needed to be dealt with:

The wider Steering Group importantly dealt with, amongst other things, PROCESS, METHODOLOGY, FINANCE, CONSULTANCY, KEY STAGES AND TIMELINES, and critically WHAT WE WANTED TO ACHIEVE IN OUR NP.

Having an agreed Vision Statement, we have arrived at a point where we are beginning to make progress on the content of the NP.

Much research has been done in some areas of the plan, while some areas do not yet have a Group or Lead Author/Researcher.

Importantly, the NP will be shaped by the results of the Questionnaires; but in the meantime, we can make a start on writing parts of the NP so that we are not marking time.

How might we move forward without creating NP FATIGUE? and....

How might we harness people's enthusiasm for their particular subjects but avoid dissipating enthusiasm through attendance at meetings that have a more strategic purpose?

Perhaps, the SG meetings should continue, as and when, to deal with overarching issues. Attendance dictated by the agenda.

Perhaps, subject matter enthusiasts and willing volunteers could form Objective Groups (reflecting the 6 Objectives in the Vision Statement), working separately on their subject areas, as some already are; their meetings would be dictated by their own work plan and personal availability, to: PULL TOGETHER RESEARCH; BEGIN TO AUTHOR THEIR TEXT; AND IDENTIFY POTENTIAL POLICIES THAT MIGHT FLOW FROM THEIR WORK.

In turn, these potential policies would be aired at Public Consultations and/or by newsletter - this element is very important to achieve collaboration with the community, and buy-in and ownership by those who will vote in the referendum and who will live under the NP until 2036. Critically, Potential Policies ought not to be seen by parishioners for the first time before they feel they have had an opportunity to contribute/have their say.

When this stage of each Objective Group's work is sufficiently mature, the Group could present their potential Policies to a wider SG meeting to achieve agreement of the direction of their work.

If we agree to form Objective Groups, they might form the basis for a "Call for Volunteers" to fill the gaps in our Research and Writing capacity. GRATEFUL FOR YOUR THOUGHTS....

### Suggested guide for drafting text under Section 3 of the Stinsford Neighbourhood Plan

The purpose of Section 3 is to translate the Vision, Aim and Objectives into a practical set of Policies, which together with the Local Plan will form the statutory development plan for the area, and will be used as the basis for making decisions on planning applications.

Objective #: as in the Vision Statement

#### Introduction

Why this Objective was important to the parish, (eg: uniqueness; character, safety, future-proofing, etc) - making reference to Supporting Evidence from Questionnaires, Public Consultations etc.

#### Background/Context

Opportunity to include reference to external factors, (eg: alignment with existing Local Plan, planning proposals, input from agencies, etc).

#### Discussion

What is the purpose of the Policy or Policies that flow from it (particularly if the Objective needs to be elaborated on or will result in more than one Policy). Tell the story.

#### Recommendation/Decision

Justification for arriving at the policy - to show how the policy will/aims to achieve the objective

#### **SNP Natural Environment Policy N° # TITLE**

Careful choice of verbs will be necessary, for example:

**to place an obligation to comply with the policy - “must” or “must not”, “will not be allowed”;**

**to place a conditionality on who/what/where/when/how something will be allowed - “will be permitted only when/if”, “will only be permitted subject to...”;**

**to disallow an action outside certain conditions - “will not be permitted unless/before/unless”;**

**to encourage to conform to parish expectations, where an obligation may be unenforceable - “will be expected/encouraged to”.**

**Accurately identify locations, prescribe boundaries, geographical/ dimensional limits**

**Stinsford Neighbourhood  
Plan Finances.**

**As per year end Interim Grant  
Report**

**Grant Reference Number  
NPG 10451**

<u>Budget Head</u>	<u>Approved</u>	<u>Expended</u>	<u>Unspent</u>
	<u>550.0</u>		
<u>1 Training day</u>	<u>0</u>	<u>nil</u>	
	<u>1100.</u>	<u>1100.</u>	
<u>2 analysis days</u>	<u>00</u>	<u>00</u>	
<u>Gathering</u>	<u>550.0</u>	<u>550.0</u>	
<u>Evidence</u>	<u>0</u>	<u>0</u>	
<u>Travel Costs</u>	<u>81.00</u>	<u>81.02</u>	
	<u>550.0</u>	<u>550.0</u>	
<u>Meetings Support</u>	<u>0</u>	<u>0</u>	
<u>Fliers &amp;</u>	<u>203.0</u>	<u>120.7</u>	
<u>Questionnaires</u>	<u>0</u>	<u>4</u>	
	<u>396.0</u>	<u>250.0</u>	
<u>Banners etc</u>	<u>0</u>	<u>0</u>	
<u>Event</u>	<u>240.0</u>	<u>271.2</u>	
<u>s</u>	<u>0</u>	<u>5</u>	
	<u>264.0</u>		
<u>Postage etc</u>	<u>0</u>	<u>nil</u>	
	<u>200.0</u>	<u>179.0</u>	
<u>Half Day Support</u>	<u>0</u>	<u>0</u>	
<u>Amount Awarded</u>	<u>4134.</u> <u>00</u>	<u>3102.</u> <u>01</u>	<u>1031.</u> <u>99</u>
<b><u>Parish Council</u></b>	<b><u>5000.</u></b>	<b><u>226.4</u></b>	<b><u>4773.</u></b>
<b><u>Budget</u></b>	<b><u>00</u></b>	<b><u>0</u></b>	<b><u>60</u></b>