

ES&BG Neighbourhood Plan Steering Team Meeting

Monday 6th December 2021

Present:

Marian Dain	Charles Gillow	Jon Dowty (oneil homer -first part only)
Paul Debenham	John Dain (reporter)	
Simon Willson		

Apologies: Gill Lock, Tony Greener

Location: Marian & John's house – Laburnum House, Brocks Green & Zoom for PD, SW, CG, Jon D

Agenda:

1. Engagement with Jon Dowty of oneil homer (joining by Zoom)
 - o Review & agree latest draft of Vision, Policy Areas & Workstreams Document which is here [6th December 2021 \(Web view\)](#)
 - o Agree content of Policy Areas & Workstreams (*workstream detail discussed later in the meeting*)
 - o Evidence base requirements to generate policies for final plan.
 - o What are appropriate timelines for evidence base to keep project on track?
 - o Any issues arising from latest steps in B&D BC LPU? (meeting on Spatial Study for Rural Areas now deferred to 13th December (Papers and a commentary are on OneNote [Local Plan Update: Developing a Spatial Strategy – Rural Areas \(Web view\)](#))
 - o Status of latest version of oneil homer write up of SG “Vision” meeting with oneil homer on 14th September – clean copy here [6th December 2021 \(Web view\)](#) (*All the meeting papers and a marked up copy from 8 Nov SG meeting are here [Vision Meeting 14 Sept 2021 \(Web view\)](#))*
 - o Status of Costs/Invoices vs latest version of project plan ([6th December 2021 \(Web view\)](#))
2. Agree record of last meeting ([8 November 2021 \(Web view\)](#))
3. Risk Review/Update (Marian) ([Working Risk Matrix \(Web view\)](#))
4. Action Log Review (Marian) ([Action Log \(Web view\)](#))
5. Finance update (Charles)
6. Way Forward & Actions in context of B&D BC Neighbourhood Protocol (see full document here: [B&D BC NP Protocol \(Web view\)](#))
7. Agree workstream resourcing – SG leads & participants
8. Update on Draft Settlement Policy Boundaries discussion with B&D BC (Marian)
9. Update on indicative allocation of housing to be allocated to ES&BG by B&D BC (Marian)
10. Update on Business/Stakeholder Engagement (John)
11. Development news (Marian)
12. Meeting Schedule for 2022
13. Any other business

Status/Decisions/Actions

1. Useful engagement with following agreed:
 - o Following discussion with oneil homer the new Vision Policies and Workstreams document is a rework of the Vision and Policies draft agreed at last meeting with policies split into “Land Usage Policies” which will be the core of the examined plan and supporting projects that are non-statutory accompaniments to the plan. The document has been shared with Robyn Milliner of B&D BC who was supportive making only minor suggestions. SG endorsed this evolving document recognising that specific objectives need to be added and it will evolve further as the plan develops

- Division into 3 workstreams does not look digestible/workable and the SG looked at a new draft workplan later in the meeting.
- The work plan is intended to develop the Evidence Base for the plan. The Burghclere plan provides useful examples of the type of material (see [Example Materials from Burghclere NP Submission made in 2019 \(Web view\)](#)) and sub-pages). Jon Dowty advised that we should aim for short/succinct documents and will provide other examples. For some items we will need technical help (free of charge) from Locality (e.g. SEA and Design Codes for main settlements) and we should get applications for this support in place ASAP.
- Ultimately, our submitted plan will be accompanied by a Basic Conditions Statement that links all the components of the plan to the Evidence Base.
- We will likely need 3 external support activities that are key to timing of the plan development
 - A Strategic Environmental Assessment will likely be required because we are being allocated incremental housing as part of the LPU. The first step is to get B&D BC to deliver a Screening Opinion that the SEA is required – this is a 5 week consultation process – only then can the SEA be formally commissioned from someone like AECOM (funded by Locality). We can likely start the Locality funding request (via an Eol) now with an email from Robyn Milliner agreeing that the SEA is likely to be required (Marian has sent an email (7 Dec) to Robyn asking for this **and following a call Robyn has sent us back an email indication that, because of the expected allocation, the Screening Opinion will likely be needed and should complete by mid-Feb**). Jon Dowty will provide a template letter for the follow-up formal request to be made to B&D BC by Marian as Chair of the PC. (The Vision/Policies Document should go with this application to show the scope of our plan)
 - Site assessment for locations where additional housing is to be proposed in the NP to meet the LPU allocation (funded via Locality) ***[Jon D advises that for us it may be best to do this on DIY basis with oh help – Burghclere used this approach – may be best to continue progressing the Eol until we are clearer on the scale/scope of a preferred site]***
 - Design Coding for the 2 main settlements plus possibly the various hamlets such as Sydmonton, Ashley Warren, Hare Warren etc.
 - Action for Charles is to trigger these three pieces of Tech Support from Locality by submission of Eols.
- Our objective is have a “**post-examination**” plan ready for referendum by around the end of 2022 in order that the plan has value/weight in any appeal that might be underway on the Catesby Estates proposal for Bishops Green Farm (which is seen to be counter to all existing and emerging policies). This is challenging particularly in terms of the Locality funding cycle which requires us to re-apply for new funds for spending in 2022-23 financial year. We face a funding gap in Feb to April. Action for Marian/Paul to discuss the principle of financial support from PC reserves not only to deal with cash flow but also to manage the risk that Locality funding dries up before we are complete. (Action for Dec PC meeting on 8 December)
- Another time critical action is for us to make a “call for sites” to land-owners when we are clearer on our thoughts on the indicative allocation. Jon Dowty to provide a template for this.
- We have acknowledged the risk that the B&D BC LPU process may derail development of our plan in terms of timing and possibly in terms of the allocation for extra housing we receive. The formulaic approach currently being proposed would in theory require us to deliver 28 homes in BG and 11 in Ecchinswell. However, the proposal in play currently applies a 50% cut as we are lowest tier settlements and also a minimum number hence the current indication of 15 for BG. Given the politics in play it is possible that the numeric formula or the cut for small settlements could change and we could face a total allocation of 40+. The B&D BC meeting on Spatial Study for Rural Settlements set for 13 Dec may clarify direction but given the LPU has a long way to go, we are advised by oh to think about “reserve sites” as we develop our plan.

- The oh write up of the Vision meeting on 14th Sept has largely been superseded by the latest Vision & Policy Areas document which incorporates a lot of the material from the oh document. The latter will continue to be useful as a source of contextual input for the plan.
2. Record of recent meetings. Agreed record of 8th of November meeting – this has now been uploaded onto NP pages on Parish website.
 3. Risk Review. Agreed funding need turning back to Orange in the matrix and a thorough review of status at our January meeting.
 4. Action Log Review – defer to next meeting as this meeting has produced several new action areas.
 5. Finance. Invoice 2 from oh takes total spend to £6k – agreed to pay it now along with Hall charges for Sept consultations. VAT is being recovered by Sarah Jones. Based on prior agreement, PC will cover VAT recovery timing impact on cash flow.
 6. SG reminded that the B&D BC NP Protocol needs to be kept front-of-mind as the material for the plan is developed as following this will help ensure our plan gets approved.
 7. The new Excel based work plan was reviewed and agreed as a useful start to helping make the development of the evidence base clearer and more actionable in terms of creating “bite-size” pieces. First step is for SG members to review it (now located here [Workplan \(Web view\)](#)) and sign up for the “low hanging fruit” items they would like to work. Marian will discuss with Mike Norman how he and a team will tackle some of the Environmental pieces. Marian has discussed with Gill who is willing to do several of the heritage components. Some parts (e.g. Housing) may benefit from a workshop of a few people to get it going – ideally we will do this workshop before Christmas as we need to get through most of the Evidence Base development by end Feb/mid-March to keep the plan development on track. Marian will work with our wider team to get as much of the work items underway.
 8. No new news on SPBs – SG agreed we should co-operate closely with B&D BC on this as Robyn Milliner would prefer.
 9. No new news on the indicative allocation – see comments above and we may hear more after the LPU meeting on Spatial Study for Rural Areas set for 13th December.
 10. Stakeholders – John following up meeting with Vivid who are open to discuss our allocation and with Sovereign who operate a portfolio of houses in Eagle Road Bishops Green.
 11. No significant new news on Developments.
 12. Based on inputs from members, the next wave of SG meetings is proposed to be as follows:
 - Monday 10th January 2022 @ 1930
 - Tuesday 1st February 2022 @ 1930
 - Tuesday 1st March 2022 @ 1930
 - Tuesday 5th April 2022 @ 1930
 - Tuesday 10th May 2022 @ 1930
 - Tuesday 7th June 2022 @ 1930

Plan at this stage is for these to be hybrid meetings with option for attending a physical meeting @ Marian & John’s house or joining by Zoom.