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DOWN AMPNEY NEIGHBOURHOOD PLANNING STEERING GROUP – COMMITTEE MEETING 27 MARCH 2019 – MINUTES

In Attendance: SG Committee Andrew Scarth (AS), Geoff Tappern (GT), David Gardner (DG), Siân Gardner (SG), Ray Jenkins (RJ), Jackie Scuri (JS), John Campbell (JC), David Fowles (DF), Mike Bruce (MB) + 3 members of the public. There were no apologies.

Item 1. The Minutes of the Start Up Meeting on 11 Jan 19 were approved and signed by the Chairman.

Item 2. CDC Planning Brief. The Chairman welcomed James Brain, CDC Forward Planning Officer, and Joseph Walker, CDC Community Liaison Officer who were invited to provide the CDC's views of how NDPs fitted into the planning process.

The salient points were:

1. In the CDC Local Plan, CDC was required to demonstrate that it had provision for 8400 houses; they had in fact identified nearly 10,000.
2. The CDC had identified 17 principal settlements of which Down Ampney is one. The question as to why Down Ampney was a PS was raised and acknowledged by James Brain and may form the basis of a subsequent discussion.
3. The CDC had to demonstrate a 5 year land supply for housing but have 7.5 years.
4. An update of the Strategic Housing and Economic Land Availability Assessment (SHELAA) would begin this year, and a Local Plan review for the period up to 2041 will begin in approximately 2 years.

Specific to the DANDP the following comments were made:

1. Parishes without an NDP would only gain 15% of the payable Community Infrastructure Levy (CIL) capped at £100 per house.
2. Parishes with an NDP would gain 25% of the payable CIL, uncapped.
3. Sustainability was a key objective in any assessment of housing growth/expansion.
4. Two possible options for the DANDP were suggested:
 - a. Looking exclusively in the period to 2031, the advantage of which was that the housing assessment and allocation had already been set out in the CDC Local Plan and did not need to be revisited, and would make the DANDP a simpler document.
 - b. Whilst concentrating on the period to 2031, also consider the following decade with an assessment of housing needs and capacity. This might be a chapter/annex to the NDP.
5. The CDC representatives made it very clear that they were keen to offer advice and assistance to the SG on virtually any aspect of the development of the DANDP. GT would act as the SG point of contact with the CDC; Joseph Walker was the CDC POC, supported by Jo Corbett (CDC Planning Policy). **Action GT**

Item 3. NDP Chapter and Topic Headings. The SG would continue to use the Uffington NDP as the basis for Chapter and Topic headings, to be adapted as necessary to meet the specific requirements of the DANDP.

Item 4. GDPR Forms. These were completed and held by MB. It was agreed that Minutes would be circulated to those who asked to be kept informed. **Action MB**

Item 5. Register of Interests. AS agreed to provide a suitable form on which SG members should register their interests, if any. **Action AS**

Item 6. Mapping. AS had agreed with Parish Councillor Gareth Cope that he (GC) would take this matter forward as there was a joint PC/SG requirement and that the matter was already in hand for the PC. It was further agreed that that the product 'ParishInfo.com' was an appropriate platform for these joint needs.

Item 7. Surveys. It was agreed that a Traffic Survey was appropriate as the last was in 2013. RJ agreed to investigate approval/cost of another. No further surveys were identified for action, at this stage. **Action RJ**

Item 8. Objectives to be Satisfied. It was agreed that the proposed Objectives, as indicated in the previous Minutes, were to be circulated in rotation from AS through DG/SG, DF, JS and GT for assessment. This action should be completed by 30 April. **Action AS, DG/SG, DF, JS, GT**

Item 9. Village and Stakeholder Questionnaire. SG agreed to review other NP questionnaires with a view to taking best practice for the DANP. AS agreed to write to Stakeholders and RJ agreed to write to adjoining PC chairmen advising of the creation of the DANP and seeking inputs. **Action SG, AS, RJ**

Item 10. Role of External Consultants. Not for action at this stage.

Item 11. Remaining Actions from Last Meeting. None.

Item 12. Budget and Expenditure. GT advised that the Parish Council had agreed at its 5 Mar 19 meeting to support the NDP with funding of £3500 for FY 19/20, based on cost estimates provided by GT. A similar amount will be requested for 20/21 in due course. The grants available for NDPs would be pursued next financial year when appropriate. The PC would hold the NDP budget and the SG Treasurer would draw upon it as required.

Item 13. Date of Next Meeting. Friday 21 June, 1700, Dakota Room DAVH. MB to book. **Action MB**

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