**Sutton Benger Neighbourhood Development Plan (NDP)**

**Meeting of the Core Working Group – Monday 11th April 2016**

**Time & Location – Hill View House @ 20:00hrs**

**MINUTES (DRAFT)**

**1. Approval of Minutes from Core Working Group Meeting on 26th January 2016**

Minutes approved

**2. Actions arising from Core Working Group Meeting on 26th January 2016**

2.1 Review & Clarification of Draft Vision (PC)

Action outstanding. (PC)

2.2 Signing-in Register (PC & JW)

Action outstanding, to be prepared immediately before next open meeting. (PC & JW)

2.3 Grant Application (KS & JW)

There is no immediate requirement but KS agreed to research further. (KS)

2.4 e-Mail query to Louise Tilsed (PC)

Action completed and exchange appears at the bottom of these minutes.

**3. Actions arising from Sub-Group Meetings on 4th & 8th February 2016**

3.1 e-Mail addresses to be created (KS & PC)

BW agreed to email the sub-group leaders to establish who required addresses, action completed 14 Apr 16, responses awaited.

3.2 Parish Boundary to be circulated (BW)

Action completed Feb 16.

3.3 Exemplar NDP’s to be circulated (PC)

Sub-group leaders e-mailed by BW 14 Apr 16 and passed contact details as required.

3.4 Flooding & Joint Risk with Christian Malford, Ian Bell to be contacted (Neil Roynon)

Neil to be reminded by HB, target date for completion 30 Apr 16. (HB)

3.5 Volunteers & Skills List to be sent to Sub-Group Leaders (PC)

BW agreed to email the sub-group leaders to establish who required help, action completed 14 Apr 16, responses awaited.

3.6 Details of Businesses within the Parish – e-mail enquiry to Louise Tilsed (PC)

Action completed and exchange appears at the bottom of these minutes.

3.7 Sub Group Names, Content & Definition (amendments agreed) (HB)

Action completed.

3.8 Additional Sub-Groups to be created being Sustainability & Equality (Core Group)

Sustainability Sub-Group to be created. (Core Group) It was agreed that an equality audit should be completed towards the end of the process. Catherine A’Bear has volunteered. (Core Group)

3.9 Contacting Helen Stevens re potentially leading the Leisure Group (JW)

Matter outstanding. (JW)

**4. Approval of Minutes from Core Working Group Meeting on 21st March 2016**

4.1 Awaiting minutes, HB to advise on meeting content and matters arising (HB)

Minutes approved.

**5. Actions arising from Core Working Group Meeting on 21st March 2016**

5.1 Review of Sub-Groups Progress

NR – HB chasing and NR agreed to make progress

RM – making progress

JC – has met with KS

PJ – to be briefed

PC – making great progress

JW – meeting JW 13 April 16

5.2 Approach to BW by Land Agent

BW has replied and informed the Agent that the Core Group will be meeting with all Landowners, Agents and interested Developers during the forthcoming months.

5.3 Parish Council Annual General Meeting

HB presented the PC and others present with an update re the NDP, action complete.

5.4 Housing Survey

Matter ongoing by PC.

5.5 Landowner Strategy

Landowner Strategy will be discussed in detail at the next meeting of the Core Group being the 20th April 16.

It was agreed that Parishioners such as the Wakefields, Greenhills and others who know the Parish well should be approached to establish ‘who owns what’. (Core Group)

JW agreed to provide a plan of area to be used in identifying land ownership etc. (JW)

The

5.6 NDP Vision & Objectives

Vision & Objectives awaiting amendment by PC. (PC)

HB advised that there is no further formal action required.

**6. Date, time & location of next Core Group Meeting**

Two meeting dates were agreed being:

6.1 Wednesday 20th April, Long Ridge House, @ 8pm to focus on Core Group engagement with Land Owners, Developers and/or Agents.

6.2 Monday 9th May, venue tbc, @ 8pm to focus on the structure of the NDP as it is to be presented.

Baz Worth

16 April 2016

***e-mail from Louise Tilsed dated 10 Mar 16:***

Paul

Thank-you for your email. In answer to your questions:

The overall housing requirement for Wiltshire, community areas and specific settlements is as set out in the adopted Wiltshire Core Strategy. The information I emailed previously included the housing figures for the Remainder of the Chippenham Community Area (i.e Excludes Chippenham town) and these remain relevant.

The National Planning Policy Framework (NPPF) requires LPAs to identify a supply of specific deliverable sites to demonstrate five years of housing against their housing requirements, with an additional buffer of 5% (equating to 5.25 years in total) to ensure choice and competition in the market for land. This is done through the preparation of assessments of housing land supply on an annual basis, which considers the available supply of housing at 1 April. The resultant reports are, therefore, snapshots in time and can only be based upon the information available at the time of publication.

The Council’s Housing Land Supply statement published in September 2015 included the proposed allocations in the Chippenham Site Allocations Plan (CSAP). This was a reasonable approach as  the inclusion of these sites was previously endorsed by the Wiltshire Core Strategy Inspector and recent appeal decisions. However, the Examination of the CSAP has now been suspended and the Council is undertaking further work in response to the Inspector’s concerns regarding site selection. Currently, therefore, the Council cannot rely on the proposed allocations contributing towards the deliverable supply. As a result the position for the North and West Housing Market Area (which includes Chippenham and Sutton Benger)  is reduced to below 5.25 years.

This land supply issue is most relevant when determining planning applications. The Council will be commencing the next assessment of housing land supply on 1 April 2016 and will take into account planning permissions granted for housing up to that date.

Therefore it is still relevant to take into the figures I previously provided. The housing requirement set out in the Core Strategy is not currently being reviewed. The issue is about having enough sites available (either allocated in development plans (which includes neighbourhood plans) or with planning permission) to be able to deliver 5 years of housing measured against the housing requirement.

The Council is currently preparing a Sites Allocations Plan. This plan will identify and allocate sites across Wiltshire to help to deliver the housing requirements set out in the adopted Wiltshire Core Strategy. The timetable is as follows:

|  |  |
| --- | --- |
| Plan Preparation: Key Milestone Date(s) | Date(s) |
| Finalising evidence and preparing the ‘Pre-submission’ Draft Plan | Up until end August 2016 |
| Democratic process• Cabinet• Council  |  September 2016October 2016 |
| Formal consultation on the Pre-submission Draft Plan | October to December 2016 |
| Responding to consultation responses and finalising documents for submission | Up to May 2017 |
| Democratic process (dates to be confirmed) | May/June 2017 |
| Submission of Draft Plan and commencement of Examination process | June 2017 |
| Adoption(date dependant on length of examination) | December 2017 |

The Council is also undertaking a Partial Review of the Core Strategy. The purpose is to introduce further detailed development management policies to the adopted WCS, in effect removing the saved former district local plan policies and to update the WCS to ensure that it addresses any gaps in conformity with the National Planning Policy Framework (NPPF) and the supporting Planning Practice Guidance (PPG) which were identified through the WCS Examination in Public (EIP). It will not replace the Wiltshire Core Strategy in its entirety.

The parishes which make up the remainder of the Community Area include Biddestone, Castle Combe, Chippenham Without, Christian Malford, Grittleton, Hullavington, Kington Langley, Kington St Michael, Langley Burrell, Nettleton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger and Yatton Keynell

As far as I am aware Christian Malford, Langley Burrell and Hullavington are currently preparing neighbourhood plans.

<http://www.intelligencenetwork.org.uk/local-area-profiles/>

Various evidence reports were prepared to inform the Wiltshire Core Strategy. Topic Paper 3 Settlement Strategy includes some information about villages. You may find this of help, although it was prepared a few years ago and so some of the information may now be out of date. <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase.htm>

Details of housing completions are set out in the Councils Housing Land availability Report available at <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/planningpolicyevidencebase/housinglandavailabilityreport.htm>

The Council doesn’t prepare or print maps for neighbourhood plans. If you let me know what types of information the group would like to view, I will be able to see what is available and the best way to be able to source this information.

I don’t know how to access information about business rates. It is not an issue that I have been asked about before in relation to other neighbourhood plans Most groups rely on local knowledge and holding consultation events to seek views from business owners. However I will look into this issue further.

Regards

Louise

Louise Tilsed

Senior Planning Officer

Economic Development and Planning

Wiltshire Council

Tel: 01225 718393