**Sutton Benger NDP**

**Notes of Meeting – 28 November 2016**

**Present:**

**Hugh Bellars (HB)**

**Kathy Smedley (KS)**

**Jo Watchman (JW)**

**Paul Chartier (PC)**

**Baz Worth, Chairman (BW)**

**1. Review of Public Open Meeting (23 November 2016)**

1.1 For future meetings we must use a signing-in sheet so we are aware of who has attended & numbers of participants. It was agreed that approximately 35 members of the Parish attended.

1.2 JW thought that the Presentation was OK but that those in attendance were confused with regard to Chippenham Core Strategy, the SHLAA & Chippenham Site Allocation etc. JW also considered it probable that the form of words employed by the Core Team, such as making reference to Developer meetings, was possibly ill advised. This is particularly in light of the perceived depth anxiety with regard to the Arms Farm development. The Core Team therefore agreed to approach future presentations with greater thought to the way in which information is ‘broadcast’. It was further agreed that rehearsal before meetings is a must to ensure that the information to be disseminated is released in an effective and clear way.

1.3 It was agreed that a link should be created from the NDP website to the presentation documents that were displayed at the meeting. Furthermore, a hard copy of the presentation documents will be made available in the Sutton Benger Post Office.

**2. Meetings with the Landowners**

2.1 BW distributed the notes of all of the meetings that had been held on the 14th & 18th November 2016. The notes were drafted shortly after the meetings and then sent, in draft form, to all of the participants for amendment and approval. All of the Landowners and their agents who attended the meetings, and met with HB & BW, appeared willing to co-operate with the NDP Team and process.

2.2 The Landowner Meetings were as follows:

***14 November 2016***

* Church Piece Charity

***18 November 2016***

* Stonewater
* Hills Homes Developments
* Persimmon Homes Wessex

Overall both HB and BW believed the meetings to be worthwhile.

**3. Information Required from Louise Tilsead (LT), Wiltshire Council**

Following the meeting, BW forwarded the following email to LT and received the reply, also copied below:

*Hi Louise (28 November 2016)*

*We have just finished our Core Group meeting and there are a number of points where we need your advice.  I will detail them below but believe that an actual meeting with you would be extremely useful.  Please therefore let me know which days of the week, and times, suit you best and I'll see how they can best fit with our Core Team.*

*1.  Please clarify the number of additional houses that you expect we will need to accommodate in our Parish.  I realise that you have provided this info before but there is confusion with regard to the Arms Farm Development that has recently been granted outline permission. Will the number of houses in the Arms Farm Development reduce the required number?*

*2.  We have met with four Landowners/Developers/Agents etc. and mutually agreed notes that were prepared immediately after the meetings.  We are however aware that numerous SHLAA sites were not 'represented' during the meetings.  We realise that at some point we will need to conduct a survey to establish which potential development sites are the preferred option within the Parish.  We intend to write once again to those Landowners who have not responded.  What else, if anything, should we do?*

*3.  We understand that we should be able to make reference to a Parish Design Statement.  Do you have any contacts who would be able to help and advise with that issue please?*

*4.  We also would like to make contact with someone in the Highways Department regarding traffic volume & speed as well as pedestrian access/pavements around the Parish.  The reason for this being that our questionnaire resulted in numerous responses showing concerns and in particular with regard to our High Street and Sutton Lane where additional housing developments are looking quite likely.*

*Many thanks Louise and sorry to ask so many questions.*

*Response from Louise Tilsead (29 November 16)*

*In answer to your questions:*

*1.     The latest figures taken from our housing land supply statement 2016 are:*

|  |
| --- |
| *Housing already provided for* |
| *Area* | *Indicative requirement 2006-2026* | *Completions 2006-2016* | *Developable commitments 2016-202611* | *Indicative remaining requirement* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Chippenham CA remainder* | *580* | *368* | *53* | *159* |

*The base date for the report is April 2016 and therefore any completions between 2006 and 2016 and any*

*commitments (i.e. planning permissions) granted between 2006 and April 2016 will be taken in to account*

*in the figures.*

*However the figures aren’t broken down into individual parish areas and/or large or small villages. A*

*couple of years ago the Spatial Planning Team did undertake an exercise to establish possible indicative*

*housing figures for individual villages. However this work has never been adopted as planning policy and*

*therefore carries no significant weight in planning policy terms. Core Policy 1 and 2 allows for*

 *neighbourhood plans to establish what is an appropriate housing number for the village and area in*

 *question. The starting point would be to explore what the local views are in terms of an appropriate number*

 *of houses for the village (which you may have covered recently) and then to take into account any recent*

 *completions and/or commitments in order to establish the remaining number of houses that need to be*

 *provided. This would all be explained in a Housing Paper as part of your evidence base.*

*2.     If it’s all SHLAA sites then you can use the information collected as part of the SHLAA. However it does*

*help if you have more up to date information or a letter from the landowner or developer in question to*

*indicate that the site is still available and suitable for development. As long as you can demonstrate that you*

*have given all landowners the opportunity to meet with you and/or to submit extra information about their*

*site, then that will be Ok in order to demonstrate you have treated everyone equally.*

*3.     I’ll need to speak to my design colleagues and see what advice they can give.*

*4.     Likewise I’ll find out who best to speak to from our transport team.*

*Regards*

*Louise*

**4. AOB**

4.1 It was noted that there are gaps in the information that has been gathered and the Core Team realise that a little creativity will be required to acquire the missing data.

4.2 There are Landowners within the Parish who have not responded to the offer of meeting with the NDP Team. It was agreed that JW would write to those who had not already responded and invite them to meet with the NDP Team.

4.3 An update is required for the Parish News and BW agreed to draft the article.

4.4 William McElhinney (WM) is to be invited onto the Team. WM will, hopefully, take responsibility for drawings/maps/photographs. It is also hoped that WM will be able to contribute to the Parish Design Statement.

4.5 BW stated that he is struggling to keep-up with the administration whilst acting as Chair to the Team. It was agreed that Rod Williams (RW) should be invited onto the Team to complete a ‘high-level’ review of progress and create a strategic plan to see the NDP to conclusion. BW subsequently contacted RW who is unable to help at this time. The solution to the issue may be the recruitment of a volunteer Administrator, thereby freeing BW’s time to concentrate on the Strategic Plan and various other elements of the NDP.

**5. Next Meetings**

5.1 Wednesday 14th December 16 – NDP Core Group & Louise Tilsead @ 12:00hrs, Hill View House

5.2 Monday 9th January 17 - NDP Core Group @ 20:00hrs, May Tree House

5.3 Friday 20th January 17 – Landowner Meeting (to be confirmed) @ 14:00hrs, venue tbd

5.4 Wednesday 25th January 17 – Landowner Meeting (to be confirmed) @ 14:00hrs, venue tbd

5.5 Monday 13th February 17 - NDP Core Group @ 20:00hrs, tbd

Baz Worth

8 December 2016

*amended 16 Jan 17 (dates of meetings with Landowners)*