

## **Eccleshall Parish Neighbourhood Plan Group**

**November 12<sup>th</sup>, 2013 – Eccleshall Community Centre 10am.**

### **Present were:-**

David Pimble	Keith Weston	Luke Serjeant	Brian Mason
Peter Thompson	Cheryl Hyland	Barry Apps	Chris Heelis
Bob Keith – Planning Aid			

**Apologies:-** were received from Gordon Dale and John Baldry.

Members of the group introduced themselves.

Mr Keith explained the role of Planning Aid and the support and technical assistance that was available to help groups through the Neighbourhood Plan process.

Mr Pimble indicated that a second questionnaire had been distributed in the September Parish Council Newsletter and members of the group had manned displays at the Eccleshall Show and on two Saturday mornings outside Eccleshall library. The display board with maps and details of the plan had been in the Library window for two months. Notes had been sent home with pupils from Bishop Lonsdale School to encourage parents to complete the questionnaires and a separate questionnaire had been sent to Businesses.

Initially the response had been poor but the deadline had been extended and over 400 responses had now been received.

Local businesses had generously contributed raffle prizes including jewellery, a doll, items for a hamper, a Christmas Tree and photograph frames and the draw would take place at the end of the meeting.

Mr Pimble asked if the number of responses received would be considered as a satisfactory return and what was the next step in the process once the submissions had been analysed?

- Mr Keith replied that it was important to consider the profile of the responses and the geographical spread. The group should consider whether the responses received were a representative sample of the community or if further consultation was necessary to fill any gaps. It was necessary to demonstrate that genuine attempts had been made to engage with all sections of the community. It was suggested that the display could be taken to forthcoming Christmas Events for example the Christmas Fayre at the Scout Hut on December 7<sup>th</sup>, 2013.
- Mr Keith would email examples of Statements of Community Involvement which would be required to accompany the submission.
- Although the Stafford Borough Local Plan had not yet been adopted the group could continue with the Neighbourhood Plan by analysing the responses submitted and engaging with other key players to discuss realistic options and achievable solutions to the main areas of concerns raised, for example Traffic and Parking. Records of discussions should be agreed by both / all parties and retained.
- An evidence base should be prepared from information available from Stafford Borough Council and other bodies. Including data from the 2011 Census, traffic studies, landscape analysis and information contained in the draft Local Plan.
- A Vision for Eccleshall Parish was needed for the next 15 years, this could be prepared from the comments received regarding what is special about Eccleshall and should be retained.
- Mr Keith was to meet with Raj Bans later in the week and would discuss the information required by Parishes to include in a Plan and also seek guidance as to the parameters and numbers of houses anticipated in each Key Service Village.
- The broad objectives derived from the responses would help to form 3 or 4 policies to structure the document, countenanced by evidence to make the plan deliverable.

- If sites for development were to be allocated from the results of preferred housing locations, the group would need to assess the sites and approach local landowners and the local authorities to establish whether development on the sites would be deliverable.
- Mr Keith indicated that there was no problem in meeting prospective developers. It was noted that an approach had been received from Linford C-Zero regarding proposals for development of 90 acres of land at Cold Meece but that this was a strategic housing matter and too large to include in a Neighbourhood Plan. An approach had also been made by The Pickstock Group in connection with a possible development off Cross Butts.

The group also discussed The Community Infrastructure Levy, which would replace the current Section 106 agreements and had yet to be adopted and implemented by Stafford Borough. These proposals would ensure that Parishes with a Neighbourhood Plan received 25% of the amount due on any development. It was suggested that an appendix to the Plan could list desired improvements connected with infrastructure in the Parish.

Mr Pimble referred to possible Judicial Reviews prior to the adoption of a Neighbourhood Plan. Mr Keith stated that the Parish Council would be the Legal Accountable Body with responsibility for the Plan.

Mr Keith stated that the aim was to work towards producing the first draft of a Plan in its entirety. This would be subject to a 6 week formal consultation with those who live, work or do business in the parish and places to view the document would have to be advertised in the press and on notice boards. Copies would also have to be sent to various statutory bodies – Mr Keith would email the details to Mrs Heelis.

Mr Keith indicated that he could conduct a training workshop providing an overview of the neighbourhood plan process for groups including:-

- background to neighbourhood planning
- the statutory process and role of the local planning authority
- importance of project planning
- key stages in plan preparation : community engagement; evidence gathering; assessing sites and making allocations; identifying issues, creating a vision and objectives; drafting policies and proposals; and achieving sustainable development.

It was resolved to divide the questionnaires for analysis amongst those present and any other group members who could assist. Mr Pimble would prepare and circulate a sheet in a standard format to record the results and comments.

The next meeting was proposed for early January at 6pm – date to be notified. By which time the results would be collated.

A date was to be arranged for a further session with Mr Keith.

The raffles prizes were allocated to questionnaires bearing names and addresses drawn by Mr Keith, as follows:-

1. Meal for 2 – The Old Smithy – Mrs J. Fox. 13, Poplar Close
2. Hamper – consisting of wine, tea, coffee, chocolates – Mr J. Allen. Wickets End.
3. Doll from Little Monsters – Mr D. Finney. 8, School Road
4. Jewellery from Spencer – Mr A. Dodkins. 16, Fox Hollow
5. Photo Frames by Quentin Smith – Mr T. Griffin. 40, The Burgage
6. Memory Stick from I.Tech – Mr B. Delanchy. 5, The Highfields, Croxton.
7. Christmas Tree from Fletchers – Mr R. Downton. 4, Eagle Crescent

It was agreed to include an update on progress with the Plan in the December Parish Council Newsletter and also the results of the prize draw. Thanks were to be recorded to the businesses who had contributed items

The meeting closed at 12.15p.m.