

Kimble Neighbourhood Plan Working Group Meeting: Minutes

Date 20/12/2017

Time: 7.30 pm

Venue: Stewart Hall Committee Room

Working Group members: Alun Jones, Delia Burton, Gerald Redding, James Good, John Austin, Robert Martin, Roger Howgate, Sue Howgate, Tim Shirra, Zeena Shirra, Leo Todd

Apologies: Thomas Dixon, James Cripps, Iona McKinnon, David Williams

1. Minutes of last meeting: **Agreed**
2. Potential conflicts of interests:

Agreed: guidelines do not exclude someone from being in the WG, so long as anyone who has a conflict of interest doesn't take part in the voting or the assessment of their own sites.

Action: Julie to re-send conflict of interest forms to those who haven't filled in. All should declare the land parcel number of interest to them.

Action: All to write a one paragraph bio for the website.

Action: James G to draft a conflict of interest policy statement and check proposed approach with Neil.

Action: All to ensure documents on the website refer to parcels as "Initial Assessment".

3. Review/discussion of ongoing site strategy and next steps including:

Discussion: Roger presented a detailed study he had conducted on Sites S189 and S198 against WDC's criteria to highlight issues to show misalignment and inconsistency. The paper also further clarified the ownership of Site 198. A decision by the owners regarding availability is pending written confirmation.

Suggestion: James G suggested we will get technical help in getting the sites assessed, to which Delia reminded the group that there is grant funding available for this help.

Action: Re the land on 198 not belonging to the Consortium, James to request from JB planning consent and Section 106.

- a. EVALUATION CRITERIA

Discussion: The team discussed Site evaluation criteria which needs a focused session to draft a full list. The following points were discussed.

- *There should be a strong policy against use of green belt green field – with possible very few exceptions.*
- *Brown Field sites in Green Belt (if no increase in floor space) should be given preference over Greenfield sites in non-Green Belt.*

4. Call for sites and community Engagement

Agreed: Sue presented a proposed plan for a community engagement event. After a team discussion it was agreed that a Café Day style event would be held in early Feb and a Group planning meeting in early Jan (3rd Jan TBC). Also agreed that prior to the event a booklet/pack containing the following will be prepared to share with the Parish:

- Details of the Café Event
- Survey Results
- Call for Sites announcements

Action: Sue volunteered to manage the Café Day and development of the booklet. All to volunteer to help Sue as requested.

Action: Tom and James G to provide final draft of the call for sites after some wording changes during the meeting.

Action: Leo to contact WDC, because the team were unsure about best practice on length of time for the Call for Sites and if WDC have some kind of distribution list.

Action: The Group agreed a multi-media approach to informing the Parish. The following were suggested and agreed:

- Website (Leo)
- Newsletter (Sue)
- Newspapers (Sue)
- Leaflet drop (Sue, Roger and helpers)
- Noticeboards (TBC)

5. Update and any actions on grant funding from My Community : **No issues**

6. Update on Project schedule/plan.

Action: James G to get the latest version of the updated timeline in Excel from Neil + Zeena to review and provide a revised high level draft timeline for team review at the next meeting.

7. Confirmation of next meeting date : Wednesday Jan 17th okayed

8. A.O.B. : Brief discussion on GDPR and Data Protection to ensure the group understands the rules and are compliant.

Action: Sue to share her knowledge on the subject at the next meeting.