

NEIGHBOURHOOD PLANNING COMMITTEE  
STEEPLE CLAYDON

Minutes of the 6<sup>th</sup> meeting of the Steeple Claydon Neighbourhood Planning Committee held on 14<sup>th</sup> July 2015 at the Mark Bulman Parish Rooms, St Michael's Church, Queen Catherine Road, Steeple Claydon, Buckingham MK18 2PY

Present: Mr Paul Firth (In the Chair)  
Ms Tonia Vincent  
Mr John O'Dwyer  
Mr Paul Shaw  
Mr Chris Coombs  
Ms Bev Trevitt  
Ms Betty Picknell  
Mr Adam Graveley  
Mr Ian Millard  
Ms Julie Milne  
Mr Dave Jenner (from 8.45pm)

In Attendance: Ms Diana Tanner (Chair of Parish Council)

1. Introduction

The meeting was opened at 7.45pm.

2. Review of actions from last meeting

A copy of the Environmental Toolkit has been circulated by Adam and added to the website.

Chris Coombs will investigate the planning applications that have been submitted to date.

**ACTION: CC**

Paul F clarified that the 'call for sites' is not where the Council feels future development should take place but simply identifies available sites.

The Parish Council has created a working group of which Paul F is a member. This will consider all planning applications received and make recommendations to the Parish Council. There are three grades of application considered:

3<sup>rd</sup> grade are the very small applications which are not contentious in any way.

2<sup>nd</sup> grade are small but potentially contentious and brought for discussion to the Parish Council

1<sup>st</sup> grade are the large applications (e.g. Manor Oak Homes) and the Parish Council instigate and lead a public consultation.

Paul S was to organise business cards and a banner which has not yet been done but is in hand.

**ACTION: PS**

Paul F was to develop a stakeholder map and circulate to all topic leaders. This has not been done yet and Paul asked if this was really necessary. It was agreed that it would be helpful and will therefore be progressed.

**ACTION: PF**

The development of the Project Plan was discussed later in the meeting.

### 3. Consultation process - discussion

The complete survey including the housing needs questionnaire is to be circulated with The Claydons Newsletter. The deadline for the September issue has been missed (the August and September issues are combined into one). It was therefore agreed that the survey would be ready for the beginning of September to catch the October issue of the Newsletter. The distribution team will be approached and asked if they will circulate this at the same time and the volunteers who have volunteered time and resources could be approached for help.

The questions must now be developed and it is important to ask the questions in the right way so they are impartial. Jean Fox at AVDC will provide support but the more help she provides, the higher the cost, however, it was agreed that as all members of the team are so busy this cost should be met. The estimate given was between £3.5k and £5.3k based on the cost for the last village that developed a NP although this may be slightly higher as Steeple Claydon is a bigger village.

A template will be used to design the survey and write unambiguous questions. A prepaid envelope is supplied with the survey for replies to be made directly to Jean Fox. Jean will enter the data and present the analysis to the team. This will assist with the information that we put into our report such as specifying sites, the size, how much should be affordable housing, etc. It was agreed that the questions should not be over-complicated so as to deter people from answering but it is recognised that only a small percentage of residents will respond and 20% is considered a good response rate. The survey can be completed online and each paper copy will have a number as an identifier which must be entered to prevent duplication.

A previous survey advised that all people over 16 within a household are invited to complete it and therefore should be distributed to the number of residents on the voters register and not just one per household. Ian will obtain 10 examples of surveys used in other Neighbourhood Plans.

**ACTION: IM**

A small working group will meet with Jean Fox comprising Tonia, Bev, Paul F and John and an appointment will be made as early as possible, preferably on a Friday (daytime) in Steeple Claydon. Tonia will contact Jean to make the appointment.

**ACTION: TV**

In the meantime it was recognised that the residents need to be prepared to receive the survey. The inclusion of a flyer explaining what we are doing with the August/September edition of the Parish Newsletter will be explored.

**ACTION: BP**

Paul S will take the lead on the design of the flyer assisted by Paul F. This will be completed without further consultation with the team. John advised that there is a graphic designer in the village and contact will be made with her (Tanya Salender, Tel: 07958 546941, Email: [tsalender@btinternet.com](mailto:tsalender@btinternet.com)). 1000 copies will be required for the residents as well as extras to give out at events and to place at business premises where they can be picked up.

**ACTION: PS & PF**

Before writing the questionnaire for the public consultation Paul F advised that contact should be made with all businesses, organisations and the general public for an overall assessment of their real needs going forward. This should be a single page containing a few questions. Paul Firth will spend a day outside the Co-op canvassing shoppers.

**ACTION: PF**

Adam advised that other teams, when writing their Neighbourhood Plan, have set up a public meeting, introduced themselves and explained what they are doing and then handed the meeting over to the public. It was agreed that this is a good idea and dates were set later in the meeting which will be added to the flyer. This will take the form of an open day with a core time set for the formal introduction and those unable to attend will be invited to submit comments beforehand.

Currently the website allows for public posts and a separate posting area will be developed for this.

**ACTION: IM**

Visitors to the website can add their email address to receive updates and there have been in the region of 50 registered so far. Ian advised that there have been over 500 unique visitors, excluding robots. As an aside, he added that 95% of these visitors were using a BT service. It was also noted that the Steeple Claydon Forum appears to be growing in popularity.

4. Topic Consultation:

a. Sustainability

Adam and Paul F met with Ian Hopper who provided a Sustainability Toolkit and invited the team to pilot it. It is not specifically directed at a Neighbourhood Plan but is applicable.

The following statement is taken from **\*\*\***:

*Neighbourhood planning can only deal with issues which the planning system is able to deal with; for example indicating where new homes or businesses would be acceptable or protecting important local green spaces. It will not be able to deal with the wider issues of community life. We therefore consider it best practice to undertake a Community Led Plan which will identify the need, or otherwise, for a Neighbourhood Plan.*

Paul F circulated a list he created entitled 'Things to improve our sustainability' which is copied below and which he ran through:

Things to improve our sustainability	We Have	We don't have
Local jobs for locals	Allotments	Parks and community gardens
High quality local schools	Communal green spaces	A village green
High quality local healthcare	Children's play areas	Woodland and grassland
High quality competitive shops	Playing fields	Orchards
Full service Post Office	Cemeteries and memorials	Gardens with public access
Non-motorised travel	Rivers, ponds and streams	Cycleways
Use of public transport	Community buildings	Nature reserves
Energy conservation	Footpaths, bridleways and permissive paths	Sights of special scientific interest (SSSIs)
Encourage bio-diversity	Cycle routes	Green corridors
Protect historic sites & celebrate	Areas of archaeological interest	Places of geological interest
Thriving organisations	Places of local wildlife	Historic parks and gardens
Housing to meet village needs	Historic buildings	Historic landscapes
Events to glue community together	Short cuts and alleyways	Cycle parking
Positive resolution of disagreements	Bus stops and shelters	Recycling facilities (partial)
Improving the village infrastructure	Community notice boards	
Reduced cost of living (energy conservation, water use reduction)	Community buildings	
Increased community awareness of the environment		

Betty commented on the noted lack of historic landscapes and advised that this could be applied to the ridge and furrow at the end of North End Road.

Adam added that the way in which the questions are asked was discussed during the meeting with Ian Hopper such as "How can we encourage more sustainable transport?" rather than "Do you want cycle parking provided?"

b. Recreation

Paul F advised that we should be keen to consider the recreational needs of the village. He produced a paper entitled 'Baseline review for the Recreation topic of the Neighbourhood Plan: **Recreation in the village**'\*

\*Document A

Paul included a list of proposed questions at the back of the paper that could be used to gather the pre-survey information required. He suggested that this is used for key organisations and is accompanied by a flyer explaining the Neighbourhood Plan.

It was agreed that these questions would be modified for the other topic areas.

c. Transport and Roads

Dave produced a four page document entitled 'Baseline review for the Transport and Traffic topic of the Neighbourhood Plan: **Traffic and Transport**'\*

\*Document B

Paul F asked how this information might be pared down to form a set of questions for the questionnaire. It was suggested that this could be submitted to the board for public consultation issues and John will contact Bucks County Council.

**ACTION: JO**

Chris advised that here is a pool of data from traffic surveys previously conducted by HS2 which is publicly available and he will supply the link to this information to Dave.

**ACTION: CC**

It was suggested that there may be 10 years' worth of accident data available and Dave will make contact with the council to establish if this is the case.

**ACTION: DJ**

d. Housing

Chris circulated a report summarising what he has found which includes details of the types of houses that already exist in the village and compares this data with the rest of the country. He is aware of two providers of this type of information; The Office for National Statistics (ONS), although this is not user friendly and Mosaic UK Consumer and Demographic Data (an Experian company) and one of these may be able to split the information down into the number of bedrooms in each property, etc. Adam added that the BRE group has an online Housing Data Tool.

Although the information is good to inform our discussions, it may not be necessary to obtain such detailed information. It was suggested that Jean Fox be approached to complete the baseline report for this subject which it is believed she can do quickly and impartially. Tonia will approach Jean for a quotation for this work.

**ACTION: TV**

Paul F has a report detailing the number of properties occupied by older residents and identifies any 'pensioner pockets'. He will add this to the website.

**ACTION: PF**

Although it is recognised that later life homes are desirable for the village, this does happen naturally as current residents age and don't move away and new residents cannot source available housing. It was mentioned that in the Cotswolds they will be creating 40% of new builds as low cost homes and 20% of these are reserved for local people. Bev added that a similar model was incorporated in the Winslow Neighbourhood Plan.

e. Education

Paul F advised that work on the topic of education has stalled. Simon Townsend, Governor of Steeple Claydon School and Parish Councillor has advised that he is just too busy to assist.

Adam advised that he knows Peter and Sue Roberts in Buckingham Road and Sue is the Chair of the School Governors. He will speak to Sue and ask for assistance in framing the questionnaire to be sent to the School Head Teacher, Mrs Heidi Bramwell.

**ACTION: AG**

f. Health

Tonia produced a paper entitled 'Baseline review for the Health (needs amending) topic of the Neighbourhood Plan: **Health in the village**'\*

\*Document C

The health support suppliers in the village have been identified as well as the potential future developments although Bev advised that under the first point; Prevention Matters there is already a Community Link Officer in place in the village.

Paul F will speak with Dr Greg Simons at The Swan Practice and a contact he has within the school nursing team.

**ACTION: PF**

Diana Tanner added that there is a Children's Centre (originally Sure Start) that provides services to families with children under 5 years of age. The provision of this service is based on the number of under 5's in the area. Diana will send details to Paul F for further exploration.

**ACTION: DT**

Ian added that there is a Community Care Warden for the elderly residents organised by the Parish Council and this could be explored for Steeple Claydon.

g. Business

Julie supplied a list of the businesses registered in Steeple Claydon.\*

Document D

Paul F will work with Julie to develop a business focussed questionnaire to be circulated ahead of the main questionnaire and gauge the topics highlighted as important to help shape it.

**ACTION: PF & JJ**

h. History

Betty has investigated what other villages have done when addressing this topic. She is waiting for further information to be supplied regarding any trenches that were dug locally. Betty advised that the information that she is compiling is basic and includes the origins of the village and the importance of certain houses/areas. It was agreed that it would be useful to trace the housing development that has taken place in the village to date including before, during and after war, the presence of Calvert Brickworks, etc. Betty will supply this information which Ian will upload to the Forum and create a thread.

**ACTION: BP & IM**

i. Social cohesion

Ian advised that there was some difficulty in establishing what people generally think of social cohesion. The whole purpose of the Neighbourhood Plan is to bring residents together and move forward together. It is about caring for all and not losing contact with certain groups and making sure that all are equally considered.

Paul S suggested that this may be a topic for discussion during one of our open days where attendees are asked what it means to them. They could be asked what sort of event should be held in the village which would unite them with other members of the community.

The Friendly Societies that previously existed were discussed as well as the residents of Padbury who work hard to organise events for the residents. Betty added that Churches Together are looking for ideas to implement for Steeple Claydon residents.

Ian stated that there is a lack of communication at the moment. Bucks Voice has been established but this needs to improve.

Consideration should be given as to whether this should be a separate topic, an overall consideration or included in sustainability. It was asked if there are any particular groups that promote social cohesion and it is recognised that there is a lot of overlap in several topics. It will be possible to create a list of stakeholders but it must not be overlooked that this is for discussion by everyone. Ian will continue to own this topic in consultation with Bev.

**ACTION: IM & BT**

#### 5. Consultation programme and actions

This was addressed as the meeting progressed and is detailed above.

It was agreed that the date for the completion of the topic questions would be by the end of the week commencing 20<sup>th</sup> July 2015.

**ACTION: ALL**

The flyer document is to be completed by the end of the week commencing 20<sup>th</sup> July 2015.

**ACTION: PS & PF**

It was agreed that the two Open Days would be held in the evening midweek and the afternoon of a weekend. Post It notes will be supplied for comments as well as questionnaires and a record keeper will be present at each. The weekend event will be on Saturday 8<sup>th</sup> August 2015 and the midweek event will be on Wednesday 26<sup>th</sup> August 2015. Paul F will liaise with the Managers of the Phoenix Public House and the Prince of Wales Public House with a view to hosting one at each venue.

**ACTION: PF**

The responses will be collated and provided to Jean Fox by the end of the week commencing 24<sup>th</sup> August 2015 to allow Jean to develop the base questionnaire.

#### 6. Funding

Bev has provided a funding summary to Paul F who will circulate this to the rest of the group and Ian will add it to the website.

**ACTION: PF & IM**

The bid is submitted by the Parish Council as the lead for the Neighbourhood Plan. The funds are supplied as reimbursement of the actual costs. We must put together a budget of all of the tasks we need to complete. Jean Fox can help with this but it was recognised that we need an analysis of her costs as it's possible we have already overspent. The costs will not be paid retrospectively so it is important to create a project plan that includes our budget. Adam and Paul F will put a project plan together from the template in the document that Bev supplied.

**ACTION: AG & PF**

Ian asked if there was money available from the Parish Council towards a Neighbourhood Plan and Paul F confirmed that there is and it is recognised that certain costs covered by the Parish Council will not be recovered but all Parish Councillors are on board with this.

7. AOB

What design should be on the banner was broached and whether this should be the same as the website header. What the strapline should be was also raised and it was agreed that Adam and Paul S would work together on this. This needs to be completed within the next couple of weeks as there are public events in the near future where this can be displayed.

**ACTION: AG & PS**

The working group will organise a meeting prior to the public meeting on Saturday 8<sup>th</sup> August 2015. Tonia, Bev Paul F John

**ACTION: TV, BT  
PF & JO**

The next meeting of the full group is on Wednesday 12<sup>th</sup> August 2015 commencing at 7.30pm in the Village Hall. At this meeting Ian will provide a website tutorial.

**ACTION: IM**

The meeting was closed at 10.15pm.