

**MINUTES OF THE SILEBY NEIGHBOURHOOD PLAN ADVISORY COMMITTEE
MEETING HELD ON THURSDAY 30th August 2018 AT 7.00pm AT SILEBY
COMMUNITY CENTRE, HIGH STREET, SILEBY, LEICESTERSHIRE**

PRESENT

NPAC members:

Emma Compson (Chair)	Liz Astill	Jon Frost
Simon Dalby	Phillip Crawley	Shelly Mastericks
Peter Astill	Peter Small	Cllr Billy Richards
Liz Jones	Gary Kirk (Your Locale)	

Additional members:

Cllr Judy Jones	Antony Preston
Annette Williamson	Karen Freaks
Sue Collins	

Min.No.	Details
18/53	WELCOME AND APOLOGIES Apologies had been received from Martin Field
18/54	DECLARATIONS OF INTEREST None declared as different from previous.
18/55	MINUTES FROM PREVIOUS MEETING – 31st MAY 2018
18/55/1	<u>Accuracy of minutes</u> These were approved and signed.
18/55/2	<u>Matters Arising</u> Draft invite to quote for options appraisal was circulated to NPAC members and 1 of 3 invited quotes received. All draft chapters were sent to Gary for the target date of 22 nd Sept. Emma, Liz and Valerie provided an update to the parish council on 2 nd Aug. Email invites have been sent to key stakeholders. Nicky Morgan MP is unavailable but a meeting has been arranged to meet with her on 20 th September. The new parish website has been progressed and goes live 31 st August.

	Your Local helped provide wording for the response from NPAC to Leicester City Football Club application.
18/56	<p>Update on current planning applications</p> <p>Barnard Drive has not yet been submitted Leicester City has not been submitted yet and an environment study is being undertaken.</p>
18/57	<p>Draft Neighbourhood Plan – discussion</p>
18/57/1	<p>Advisory committee members have had a week to look through the draft plan. Gary has compiled a list of questions to ask/ consider for each section - some of these have been discussed as part of the theme groups and others require further discussion.</p> <p>ACTION 1 – members to send through any comments/suggestions in the next few days to Gary who will revise the master document. A version 2 document will then be produced and sent to the parish council for them to have sight of before the open event on 8th Sept.</p>
18/57/2	<p>Issues list:</p> <p>ACTION 2 – Theme Group leads to send Gary the names of all theme group members.</p> <p>ACTION 3 - History of Sileby- Some information re the historical development of the village needs to be added in. Some information is available from Sileby.village website and the Parish Plan 2008. Up to a page of A4 is typically required.</p> <p>Limits to development and design have been moved into their own section as they will cross reference with other policies. Limits to development map has been completed and now can be incorporated into the draft plan. Limits to development has used a methodology in line with Charnwood Borough Council to ensure it is consistent. All of the reserved sites are within the limits to development. The policy on limits to development has been altered to incorporate a countryside element which are relevant to a countryside setting. All agreed to this.</p> <p>Design- conservation areas were missing so Gary has referenced this and a map of the conservation areas has been added. The plan also mentions a clause that looks at the character of the areas being reinforced and enhanced within the area.</p> <p>Design- We would like to include the minimum size for garages which is part of county policy. The examiner may state that this is a replication of existing policy but worth leaving in to see.</p>

Parking space- one space per bedroom- John will complete more work on the census to apply a different policy to demonstrate the argument. A building of the narrative will need to be completed to demonstrate this point. The evidence base will need to be strong to evidence this including photos and data sets. The transport group has also produced some detailed information that can be used.

Native hedging- This may need to be removed as it may not apply to Sileby due to the environment. This was agreed to be removed.

The national policy framework is clear that good design is an important part of planning. We shouldn't be over prescriptive also so a balance needs to be achieved. Gary has changed must to should in some cases to soften this.

Some of the layout has changed and a windfall policy has been added. We want 5 to replace 7 as was part of the original submission to Gary. Derek will provide some justification and wording around this.

Typo of Great Eastern which will be removed. The wording seems to describe a small village and we will need to consider some alteration to reflect the size and environment of Sileby. (page 21) Peter Sm to send some suggestions of wording around this.

Housing mix- (Page 27) was asking for smaller properties but was showing the census data and not the completion data of the development since this. The latest figures accurately reflect this as the figures have increased. A paragraph has been added.

The new MPPF is out and is now referenced in the new plan.

M2 and M3 will need to be added into the plan as originally submitted.

Pepper potting- to spread social housing throughout the development and up to 4 clustered together.

Affordable housing- Local connection policy is included within the draft policy. The examiner will be less likely to remove this the simpler it is.

Housing have used a strategy and agreed to look at the mid-range of population growth we have used the mid-levels and work out the housing numbers on this basis. The policy line is that we do not require any new housing as long as all of the developments that have consent go ahead.

Site surveys have been completed on 25 sites and a reserved sites list has been created and scored.

Windfall allowance is included in the policy and a brown field element has also been included.

<p>18/57/3</p>	<p>Reserved sites- people will be able to see and then comment if they agree with them or not. Land owners have been contacted to see if they are happy for the sites to be included as this is public.</p> <p>One site is a confidential site and the owner will be contacted to seek their approval for this to be included in the plan. We will need to state the number of reserved sites and these will be shared publicly at a later date as we are awaiting consent from all of the land owners.</p> <p>ACTION 4 - A map showing the number of sites and approved and figures so that we can show this at the event.</p> <p>Natural/Historical/ Environment</p> <p>Work is still to be undertaken on footpaths and flood risks and some agreement on the use of renewables.</p> <p>Flood Risk- We will need to be careful of what map is submitted-whole village or centre of the village. We will need to be consistent with the maps that are used throughout the plan. Environment map is able for all to see. Within each of the reserved sites we will need to include a specific flood map and risk.</p> <p>Agreed that a general policy for flooding will need to be developed.</p> <p>A renewable policy to be developed? This will be tested out at the event on the 8th Sept</p> <p>Electric charging point- this is picked up as part of development but may need to be included in transport (parking spaces and on street parking spaces etc) This is currently a third of the document as we will need to ensure there is a balance across. Gary felt this was important and to highlight the protection of the environment.</p>
<p>18/57/4</p>	<p>Community Facilities</p> <p>A number of policies needs some contest wording adding in ASAP. Billy to progress with theme group members. The narrative will need to link back to the evidence that has been obtained through surveys etc.</p> <p>Noisy Sports policy- agreed the need to include this. The Leicester City application will need to be included within this as a source of evidence.</p> <p>Dementia- review undertaken by Alzheimer's society to look at the needs- look at other disabilities – could be linked into the M2 and M3 element. J</p> <p>ACTION 5 - julie will complete some wording and will send through to Billy for submission.</p>

<p>18/57/5</p> <p>18/57/6</p>	<p>Gary has added in some text re the assets of community value.</p> <p>Page 63- Parks and green spaces. A narrative needs to be added into this. The environment group has already covered this- this needs to be moved to the environment policy. This will need further discussion at the Parish Council so that this is taken outside of the plan and taken into a community action.</p> <p>Parks and green spaces- memorial park</p> <p>Some narrative needs to be added in. There is a potential conflict from the environment and transport policy. The war memorial is grade 2 listed but the current environment policy would restrict any development of the park which conflicts with the transport parking policy (widening of track and lighting) This would enable for the parking facility to be used for 24 hours. Without this the village centre parking would not be able to be implemented as it relies on the development/re configuration of the memorial park.</p> <p>It was agreed for this to be put to the village with a number of options as the policy currently conflicts. The environment group would need to specify exceptional circumstances.</p> <p>1 options- to keep the park as it is and to protect it in the future 2 To create more parking spaces, community facilities and to protect the main of the park environment including the listed war memorial. Members of the village will be given an opportunity to vote on each option.</p> <p>Transport and Employment policy</p> <p>Gary was satisfied with the wording around these policies, and will consider the further comments received from members.</p>
<p>18/58</p>	<p>Open Event 8 September 2018 – arrangements</p> <p>The event has been advertised in Talk @ Sileby and posts have been placed onto social media. The banner will be displayed along Brook Street. Posters to go on noticeboards.</p> <p>Signs will be placed at the village entrances and at key points throughout. The Parish Office has offered prints at A3 size. Access to an A0 printer is available if needed through Billy.</p> <p>Peter S will find out costings for professional printing if required.</p> <p>Julie has said that on the new parish website she will be completing a chairman’s blog and she has mentioned the neighbourhood plan day on 8th Sept, 10:00-13:00 at Sileby community Centre.</p>

	<p>All of the entrances to the village will have a sign and key areas in the village totalling 10. Phill and Liz J will arrange this.</p> <p>The purpose of the event is to test village endorsement of the draft policies and this will need to be clear in all of the communication produced.</p> <p>Arrangements on the day. Tables need to be set up by 9:30 and all of the display boards need to be ready. All of the advisory committee need to have arrived for 9:45. A couple of people need to help out and float.</p> <p>Discussion re how we capture the number of people attended, ensuring GDPR compliance. We are only required to report on the number of people attending.</p> <p>Timescales are tight from tonight's meeting until the open event. Gary will complete a short description and of the purpose of the event so people's expectations are managed.</p> <p>We will need to consider the information we capture and we are looking for people to agree or not. We will need to report on the percentage of people that agreed or not. We will need to obtain a method of capturing if people agree or not with the plan. A token or dot method was favoured. Each person is given a series of dots to be able to vote on each draft policy.</p> <p>Need to consider- if not happy then you will need to speak to someone and your views will be recorded. Also the plan will be going out for pre submission consultation so others will have an opportunity to give their views again at another time.</p> <p>Each person who is staffing a board can capture comments with individuals being able to provide their vote via a dot. Gary mentioned about producing an advice sheet asking participants to restrict their vote to yes or no and explain the next stage of consultation as it will be seen by the examiner at the pre- submission stage.</p> <p>If anyone has a clip board, please bring this with you to the event.</p> <p>Emma stated that she is keen to offer an alternative way for people to register support or otherwise for those not able to attend. Possible survey monkey/website voting approach with the draft policies for people to vote "agree" "not agree".</p> <p>ACTION 6 - Emma and Billy to pick this up. This will be shared after the event as not to put anyone off attending the event.</p>
18/59	Timeline

	Event and revisions to the pre-submission document by the end of September then ready for submission by the end of October.
18/60	Funding No new info. Gary will need to submit another invoice shortly.
18/61	Any other business
18/61/1	Options appraisal- Parish council sent this out to 3 companies to quote. One hasn't replied, one cannot take this on due to timelines and the third submitted a quote within budget and this looks ok. Julie also confirmed that she was happy with this. A copy can be made available if needed.
18/61/2	The Sileby Project (TSP)- a potential new delivery vehicle to take forward some community actions. Some cards will be displayed at the open event to warm people up that a new village enterprise is forming.
	DATE OF NEXT MEETING(S) – Sileby Community Centre Thursday 27th September, 7.00pm

Signed

Date

X / SNPAC 300818