

Berkswell Parish Neighbourhood Development Plan (NDP)

Minutes of the meeting held on 8th November 2017 at The Jubilee, Station Rd, Balsall Common at 1.30PM.

1) Evacuation procedures – Fire exits were advised.

2) Open Forum

There were no members of the public in attendance.

3) Attendance

Andrew Burrow (AB) Chairman

Jane Edwards (JE)

Vince Ritters (VR)

Keith Tindall (KT)

Geoff Wheeler (GW)

Richard Drake (RD) Secretary

Louise Kirkup (LK) (Consultant)

4) Apologies for absence

Kay Howles (KH)

5) Declaration of interest

AB advised that he owned a property on Old Waste Lane which included a field that could be removed from the greenbelt in the current SMBC Draft Local Plan. He will not take part in any discussions where he could compromise our discussions.

GW advised that he owns a property on Meeting House Lane (backing on to proposed development on Barratts Farm). He will not take part in any discussions where he could compromise our discussions.

The four community members reaffirmed their agreement from the inception of the NDP to abide by same conflict of interest and code of conduct as the Berkswell Councillors. There was a discussion of examples of pecuniary conflict of interest, non-pecuniary conflict and the Nolan principles in order that all committee members had a firm understanding. The discussions were informed by input from the Consultant. For complete transparency the non-councillor members decided to sign the same undertakings as the Parish Councillors.

6) Confirmation of minutes of 17th October 2017

The minutes were approved and signed. Draft minutes are on the Berkswell PC website. The signed copy will be held by the Berkswell Parish Clerk.

7) Matters arising not covered by Agenda:

A meeting had been held with SMBC attended by all the Committee with the exception of RD. Rough notes of this meeting by JE are attached.

Particular points to note are:

- 1) It was confirmed that CIL money can be used to provide shared facilities in neighbouring parishes.
- 2) Both parishes need to work together especially on infrastructure requirements
- 3) CIL money can be used on maintenance
- 4) SMBC will not be commenting as part of the consultation
- 5) SMBC are reviewing the CIL regime which may change (reduce) the amounts coming to PCs
- 6) SMBC asked that when we address planning policies we should keep in regular contact

Approved:

8) Report back on the number of submissions received from the Issues and Options consultation and the overall consultation process:

8.1 General questionnaire – 404 total responses received by the deadline (2 responses were received after the deadline). Balsall PCs response (see **11** below) which was received before the deadline will be added to bring responses up to 405.

8.2 Business questionnaire – 19 business responses have been received.

8.3 Publication of results – It was agreed to publish the results using the Google standard report writer as soon as possible but with an explanation (AB to draft) to clarify both what they will be used for and the limitations of the report. It was agreed that no data would be released or published that linked post codes to individual responses to preserve anonymity.

8.4 LK advised that consultation on an NDP should consider responses received from those who live, work or do business within the area

9) Motion “To accept into the consultation those completed questionnaires received in the period 29th October to 2nd November 2017, if any”

This was not passed (see **8.1** above) because an extension of the deadline had not been notified to all possible respondents.

10) Agree the process for the analysis of the consultation returns:

10.1 Business questionnaire- AB to analyse business responses and report back.

10.2 General questionnaire. Agreed actions:

a) Split statistical analysis by parish and review for any significant difference.

b) Review all text inputs by topic whatever their parish source because a good idea can come from anywhere

c) It was agreed that a working group would meet to consider one topic to produce an agreed approach that would allow the further topics to be analysed by sub-groups.

11) To consider the Balsall PC submission section titled “General Comments regarding the Issues and Options public consultation”.

It was agreed to defer the decision on response to the process questions to the Parish Council meeting on 9th November for approval by the PC for the Clerk and NDP Committee to agree a response.

Date of next meeting:

TBC

Approved:

Sharon French (?) CIL Manager and programme management trouble shooter, Gary Palmer, AB, VR, KT, KH, GW & JE

Concept plan - local plan review.

CIL charging schedule in place; site specific. Reg 123 list. CIL based on floor area £150 psm. Pubs, retail finance services but not farm buildings. Index linked to building industry. Collected when Development commences: material commencement. £20k collected immediately otherwise over a phased period of 2 yrs. four bands when work starts. July 2016 trigger on any pp granted since then attracts CIL. 5% kept by LA, PC gets 15% now but up to 25% if NDP approved. S106 runs alongside CIL. S106 wide in scope. Determining s106 depends on how developments come forward.

Not come across a split parish... can't see there's a problem with spending in a different parish. Part of CIL may be used for maintenance.

So far only Hampton has had CIL.

A few new dwellings in our area but mainly self builds do not attract CIL. Barn conversions: only extensions can attract CIL. Farm buildings - Village Farm may attract CIL. SMBC will do the monitoring for PCs. Re Nailcote Farm - **depends who's name is on the pa whether it's deemed CIL is payable.**

CIL needs spending within 5yrs but this is discretionary. SMBC act in an advisory capacity.

Can work with SMBC to look at projects from the 123 list to match fund a project?

£750k received so far by SMBC.

SMBC have to demonstrate that a development is viable within their master plan and thus the CIL amount may be adjusted - less than £150psm.

One thing we can do to liaise better is to have regular meetings!

Local plan review: timetable 2017/18 for next version... may need adjusting due to issues that have arisen. Cllr courts matter October: states there will be an adjustment to timetable. Incl concept masterplans.

Issues for Barratts farm around access for HGVs. We will want to liaise as much as possible to get it right.

SMBC need to ensure the NDP meets the local plan review. The evidence base will need to support the case. Once we know what the consultation indicates SMBC can see what we have forgotten and suggest we add to it. Equally SMBC **would like to know what we're thinking in order to inform their review. If there's conflict with the new local plan and a NDP then the new local plan will take precedence.** KD&BH doing well with theirs, setting meetings in advance has helped.

How are we going to work with Balsall PC? A mechanism to address joint issues that are not contradictory. Referendum examiner can determine that Balsall residents get to vote on Berkswell NDP and vice versa.

Re published draft local plan summary of representations of their draft plan pages 58 to 66.

Issues and options: p11, land owned by SMBC is not in the green belt. Hallmeadow rd is the green belt boundary.