

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 2<sup>nd</sup> June 2020

#### Present:

Tony Currivan (Chair)  
Chris Rickett  
Alan Glasspool (notes)  
Ed Rudler  
Nick Kirton  
Peter Gantlett  
Rosemary Greenway  
Marian Kent  
Chris Thompson

#### Apologies:

Meeting Objective: To review progress and agree final version of the questionnaire.

1. Previous Minutes and Actions from meeting 25<sup>th</sup> February 2020.
  - a. Action 65 – Update preamble - Done
  - b. Action 67 – Questionnaire – share with WCC - deferred - until there is further clarity on next steps and timing
  - c. Action 68 – Up to date Address list requested – outstanding - TC
  - d. Action 74 – Update project timelines – deferred - until there is further clarity on next steps and timing - AG
  - e. Action 75 – Questionnaire testing – Done
  - f. Action 76 – Questionnaire updated post testing - Done
  - g. Action 77 - Document remaining process for Questionnaire – deferred - until there is further clarity on next steps and timing - AG
  - h. Action 78 – Inform WCC of new chair - Done
  - i. Action 79 - Ensure change control for minutes - Done
  - j. Action 80 – Request for parish funds for £50 voucher – rejected by the parish council - Done
  - k. Action 81 – Update group with call for affordable sites – see below item 4 below - Done
  - l. Action 82 – Peter to apologise to Chris R. – outstanding – PG
  - m. Action 83 – Ask for assistance on Questionnaire if required – Done
  - n. Action 84 – Provide ideas to NK for preamble – Done
  - o. Action 85 – Question 5 – add ‘parish’ – Done
  - p. Action 86 – Provide updates to Questionnaire testing – Done
  - q. Action 87 – Comms update 1<sup>st</sup> March 2020 – Done
  - r. Action 88 – Comms update 1<sup>st</sup> April 2020 – Done
  - s. The previous minutes were agreed.

2. Review and revise final version of the questionnaire
  - a. Tony Currivan walked the group through the questionnaire to collect comments. The following changes were agreed;
    - i. Intro / FAQs
      1. Under 'Why do we Have Neighbourhood Plan?' – remove reference to neighbouring parishes
      2. Under ' I thought this was just new housing?' – remove '(rented or for sale)'
    - ii. Question 26 – selection 'Lower speed limits' should be replaced by 'Lower traffic speeds'
  - b. Tony Currivan will make the changes agreed above. **Action TC**
  - c. Nick Kirton agreed to reformat the questionnaire once the final change had been completed. **Action NK**
  - d. Rosemary Greenway asked that once the Questionnaire is finalised why can't we send it out, given that so many people aren't going anywhere
  - e. Alan Glasspool explained that the government website is stating that all NP referendums have been cancelled until 6th May 2021 due to Covid 19
  - f. Alan Glasspool questioned whether there were any similar restrictions, either from government or local councils, on carrying out a Questionnaire exercise
  - g. Tony Currivan agreed to clarify WCC's position on this. **Action TC**
  
3. Terms of Reference
  - a. Tony Currivan stated that WCC had highlighted some areas where the current project terms of reference are insufficient. These areas include financial arrangements, statements of interest and GDPR
  - b. It has been agreed that a new terms of reference will be drafted
  - c. Peter Gantlett, Chris Thompson and Nick Kirton have volunteered to redraft based on WCC's suggestions.
  - d. Peter Gantlett has asked Allison Bucknell to join this group
  - e. The first meeting of this group is planned for 4<sup>th</sup> June
  - f. Tony Currivan stated that one area that we need to manage better is the placing of key documents onto the parish website. Tony will define what these should be. **Action TC**
  - g. Rosemary Greenway agreed to look at setting up a different web page for the NP on the parish website. **Action RG**
  
4. Update on CP Parish call for sites
  - a. Peter Gantlett stated that there was nothing further to report
  - b. Peter summarised the position;
    - i. Core Policy 44 Rural Exceptions allows for the provision of affordable housing

- ii. For a proposal to be developed and accepted it requires an agreeable landowner, a Housing Association's involvement and community support
- iii. The call for sites was only made through the newsletter
- iv. Peter Gantlett explained that he has had conversation with landowners but none want to get involved. The parish council has no powers in relation to this. It is keen for affordable housing to be built but can only facilitate and encourage. The parish council will help if required.
- v. It is open to any landowner and anybody can mention this and encourage them to get involved. The first step could be for them to talk to a housing association, possibly White Horse Housing Association if they wished to do so.
- h. Tony Currivan stated that he is seeking from WCC the current status of their affordable housing strategy and plan. **Action TC**
- i. Peter Gantlett stated that if no plan can be developed within Core Policy 44 to build the 5 affordable houses, then we want the NP to consider what could be suitable locations for if and when the WCC come back to the parish
- j. Tony Currivan stated he will send a copy round of the Core Policy 44. **Action TC**
- k. Rosemary Greenway asked if Tony Currivan could ask WCC to define what they mean by 'community support'. **Action TC**

## 5. AOB

- a. It was agreed the timing of the next meeting depends upon the responses to the various questions to WCC. If a meeting by the end of the month was sensible Rosemary Greenway requested it was before the 28<sup>th</sup> June so that there is time for an update to go into the parish newsletter. Tony Currivan to arrange next meeting accordingly. **Action TC**

## Action List

No.	Action	Resp.	Date Raised	Date Reqd	Status
65	Questionnaire – update section at the beginning with context of WCC affordable housing proposal and CP Housing Survey.	NK	25/2/20	6/3/20	Done
67	Questionnaire – share with WCC to get feedback.	TC	28/1/20	TBC	
68	Acquire up to date address list for the parish	TC	28/1/20	TBC	
74	Update and distribute project timeline.	AG	28/1/20	TBC	
75	Questionnaire testing group – arrange testing group session(s) and carry out dry run of questionnaire completion.	CR	25/2/20	13/3/20	Done
76	Questionnaire – updated following focus groups and distributed to steering group ahead of next meeting (31 <sup>st</sup> Mar).	CR	25/2/20	20/3/20	Done
77	Questionnaire – remaining process will be documented in detail with specific actions and responsibilities.	AG	25/2/20	TBC	
78	Inform Jane Wilkie (WCC) link officer of new chair	TC	25/2/20	6/3/20	Done
79	Ensure any versions of minutes include clear explanation of changes	AG	25/2/20	Ongoing	Done
80	Request to parish council for funds for £50 voucher.	PG	25/2/20	17/3/20	Done
81	Following the parish council meeting update this group both with the results of the call for sites and PG's research.	PG	25/2/20	31/3/20	Done
82	Peter to apologise to Chris R.	PG	25/2/20	6/3/20	
83	To ask for assistance if unable to have questionnaire tested by next meeting	CR	25/2/20	Ongoing	Done
84	Provide any material and ideas for the Questionnaire preamble to NK	All	25/2/20	6/3/20	Done
85	Update Question 5 in the questionnaire with the word 'parish'.	CR	25/2/20	6/3/20	Done
86	Keep group up to date with Questionnaire testing progress	CR	25/2/20	31/3/20	Done
87	Communication update for 1 <sup>st</sup> March 2020 Newsletter	NK	25/2/20	28/2/20	Done
88	Communication update for 1 <sup>st</sup> April 2020 Newsletter	NK	25/2/20	24/3/20	Done
89	Update the Questionnaire with agreed changes from 2/6/2020 meeting.	TC	2/6/20	12/6/20	
90	Reformat the final questionnaire ready for printing.	NK	2/6/20	19/6/20	
91	Understand from WCC what if any Covid 19 protocols are required to undertake a questionnaire process.	TC	2/6/20	12/6/20	
92	Define what information needs to go onto a new NP web page on the parish website.	TC	2/6/20	12/6/20	
93	Arrange for the creation of new web page for NP and any required process for updating it.	RG	2/6/20	19/6/20	
94	Understand what is WCC current strategy and plan for developing affordable housing and what that means for Clyffe Pypard parish	TC	2/6/20	12/6/20	
95	To get the WCC definition of Community Support	TC	2/6/20	12/6/20	
96	Next meeting to be arranged once a clearer picture is understood from action 91.	TC	2/6/20	12/6/20	

Project Calendar and Timelines to be updated.