



Neighbourhood Development Plan Working Group Meeting

06/13

Held on Wednesday 18th September 2013

Venue – Rose and Crown , Wingrave

Present: David Godfrey
Roger Dimmock
James Henderson
Les Kennedy
Viv Lynch
Nigel Morris
Jane Willmott

Apologies: Henry Masters
Late Apologies! Chris Stovold
Olwen Stovold

Distribution: Those present plus Henry Masters, Chris Stovold, Olwen Stovold, Deborah Martin & David Neave

Report on Activities Since Last meeting

1. Resulting from contact with John Romanski of Planning Aid and we were advised to contact an approved Planner from the Royal Institute of Town Planners. Contact was made with Roger Shrimplin a member of the RITP. Roger visited the Parish and a meeting was held with Roger Dimmock, David Godfrey and Les Kennedy. Mr Shrimplin was presented with the current information the Working Group has on the Neighbourhood Plan and toured the Parish to understand the current parish status. He was provided with soft copies of the October 2012 Community Plan and the AVDC Wingrave fact pack. With the supplied information and knowledge Mr Shrimplin agreed to quote for his services to help in preparing the Neighbourhood Plan and to investigate whether he could be funded directly by Government Grant
2. Contact was made with Charlotte Dring of Government Communities organisation and as a result Roger Dimmock & Les Kennedy applied to "My Community Rights" for direct support for Neighbourhood Plan preparation and for a grant of £3,500. A subsequent funding grant could be made of up to a further £3,500. (ie £7,000 total). At the time of writing we have not heard whether our applications have been accepted. The direct support is what Roger Shrimplin is seeking to address as his source of funding.
3. David Godfrey has produced an update of the latest Housing and population data using 2011 Census information and this has been sent to Roger Shrimplin.

4. David Godfrey has investigated the Bucks County Council Website for Archeological information. The archaeological resource database <http://www.buckscc.gov.uk/leisure-and-culture/archaeology/historic-environment-records> . Interestingly a Miss Mary Mountain was credited with several major finds such as the remains of old house platforms etc. A search using Wingrave with Rowsham Parish brings up the basic data. Roger Shrimplin has been provided with this information.
5. Deborah Martin has registered with the Ordnance Survey. This will enable the Working Group to properly map the Parish for the ranking of potential development sites.
6. Deborah Marting has investigated the Land Registry and quoting from her Email:

“just checked with Land Reg, www.landregistry.gov.uk
title registers showing ownership details (£3)
title plans showing property extent (£3)
flood risk indicator results (£9).

There are no deals for multiple purchases. I asked if there was benefit in joining as a professional as opposed to member of public but it has limited benefits but quite a long process where accounts are needed. I have already set up an account in the past so it just a case of ordering the required docs for the various pieces of land.”
7. Roger Dimmock reported a conversation with Charlotte Glitheroe of AVDC, she emphasized that the Neighbourhood Plan should have Sustainability as a key driver for Neighbourhood Plan policies.
8. Sustainability is an important issue for the Parish as Census data shows in common with other rural Parishes we have an aging population and fewer people in the 30 to 40 years age range and consequently fewer children. The high entry price of houses is the main reason for this and unless they are very high earners, young families cannot afford to purchase homes in the Parish. It was agreed that this should be a factor in the Parish Housing Development Policy. For the older age group there is a need for downsize homes etc for those who want to stay in the Parish in their advanced years.
9. Areas of Responsibility
David Godfrey stated that we should all remember our areas of responsibility as agreed on the the meting of July 3rd :-
 - Housing & Affordable Housing– David Godfrey
 - Employment – Roger Dimmock
 - Infrastructure Broadband – Les Kennedy
 - Infrastructure General – Jane Willmott
 - Environmental Assets & Green Infrastucture – Viv Lynch
 - Rowsham Specific Issues & Matters – Henry Masters/ Nigel Morris
10. There was discussion on “Affordable Housing” and whether the the proposed AVHT development on Abbots Way would contribute to the required Affordable Housing allocation in the Parish. The understanding is that this was so.
11. Report to the Parish Council – LK agreed to put some notes together and circulate for comment at the next PC meeting.

Report on Actions from Meeting 5

Deborah Martin has contacted Ordnance Survey and the Land Registry – see above
The Wingrave Archive Group – Robin Moat reports that the Group has little information etc relating to the early period of the Parish.

VL mentioned the 'Enclosure Book' that included relevant information and would research further.

Action: VL Ongoing

VL also offered to photograph areas as necessary, including aerial photography.

Action: VL Ongoing

RD suggested an overall aerial photo of Wingrave would be useful. Suggested Nigel Crump could support re photography. VL to approach.

Action: VL Ongoing

Progress on Agreed Actions – Meeting 5

- Obtain a map showing detail e.g. field boundaries Action: VL Ongoing
- Review and amendment of Wing Terms of Reference document. Draft appended to minutes see attached Action: OS Closed
- Adoption and amendment to Wing 'mind map' NDP document
NB VL to scan and circulate Action: VL Ongoing
- Adoption and amendment of Wing Site Survey Form and Land
Owners questionnaire – LK to e mail documents to CS for
amendment by OS Action: LK/OS Closed
- Key documents to be reviewed and 'precied' by OS –
NDP Plan Guidance
Wingrave with Rowsham Community Plan
Road Map Guide – Neighbourhood Plan
In Progress Action: OS Ongoing
- Raise funding issue with Parish Council at next meeting on 1/10
Action: LK/CS/VL/RD Ongoing
- Investigate potential costs to completing ND Plan and requirements for funding
application pro forma - In progress see above see item 2 Action: RD Closed
- Source and if required undertake relevant photography Action: VL Ongoing
- Contact Head of Wingrave School. Headmistress Emailed
Action: JW In Progress

Relevant Research Documents

Wingrave with Rowsham Fat pack, May 2011 (available on AVDC website)

Vale of Aylesbury Plan Strategy 2011-2031 (Wingrave is included in 'South Vale')

AVDC Community Plan (only document thought to refer to PC identification of only 36 houses required in Parish)

Future Meeting Dates

7th Meeting – Wednesday, 2nd October 2013, 7.30pm

Venue – Rose & Crown Wingrave.

Wingrave with Rowsham Parish Council Neighbourhood Development Plan

Terms of Reference

1. Introduction

Wingrave with Rowsham Parish Council has taken the decision to produce a Neighbourhood Development Plan following the Government's Localism Bill. In order to produce this plan the Parish Council has established a Steering Committee to oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so it is deemed appropriate that the Steering Group are provided with and accept the following Terms of Reference:

The Plan will seek to:

- Identify all the important aspect of life in the Parish on which future development planning has the potential to impact
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come

2. Membership of the Steering Committee

The Steering Committee will be formed by elected members or officers of the Parish Council and from local volunteers who reside or work in the Parish.

The Steering Committee may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

The Steering Committee will be supported by Aylesbury Vale District Council (AVDC), required under the statutory provisions of the Localism Act 2011.

3. Roles and Responsibilities of the Steering Committee

The Steering Committee will:

- Promote the process of preparing the Neighbourhood Development Plan and participate and provide their views and opinions of the specific topics which are covered during the preparation of the Plan
- Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan
- Assess existing evidence about the needs and aspirations of Wingrave with Rowsham
- Liaise with relevant organisations and stakeholders to secure their input in the process
- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan
- Inform the Parish Council of progress on a regular basis in order that the Steering Committee or Working Group Minutes can be noted
- Support AVDC during the referendum process

The Parish Council will:

- Support the Steering Committee throughout the process
- Work with the Steering Committee and the local community to establish the future infrastructural needs of the area prior to any housing or other development occurring within the Parish

- Work with the Steering Committee to develop policies to guide the future development and use of land in the area
- Support the Steering committee in developing sustainability appraisal or other assessments requested by AVDC prior to the Plan being submitted
- Support the Steering Committee in efforts of engagement and consultation with the local communities throughout the Plan making process
- Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process
- Carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with AVDC during the referendum process
- Following the preparation of the draft Plan and with the agreement from the Steering Committee, submit the Plan to the Local Planning Authority for inspection and independent examination

All Members of the Steering Committee will:

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Committee
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the village and to those wishing to undertake development or be involved in the plan making process
- Work together for the benefit of the communities established with the Parish
- Treat other Members of the Committee with respect and dignity, allowing Members to express their views without prejudice and interruption
- Respect the privacy of members in making comments and expressing opinions within meetings and communications

4. Chairman

- The Committee shall be chaired by the Parish Councillor nominated by the Parish Council
- If the Chairman is not present, the Deputy Chairman, elected from within the Committee, shall lead the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number

5. Frequency, Timing and Procedure of Meetings

- The Steering Committee shall meet as agreed by the Committee or as advised by the Parish Council
- Meetings shall be held at an appropriate venue
- All meetings shall be open and may be attended by residents or those who work in the area identified for the Plan to observe proceedings or participate in the proceedings
- The Steering Committee shall keep Minutes/actions of meetings which will be open to public scrutiny
- All documentation shall normally be despatched to Steering Committee members by email unless otherwise specified or agreed
- Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Committee
- The Steering Committee will regularly update and report its progress to the Clerk of the Parish Council ensuring that she, as the responsible finance officer for the Council, is aware of the on-going budgetary implications associated with the project
- The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to Steering Group Terms of Reference shall require Parish Council agreement.