

Minutes of the Blaxhall Commons and Open Spaces Trust Trustees' Meeting  
Saturday February 3rd at Holly Cottage Mill Common Blaxhall

Attendance: Mark Oakley  
Andrew Derrick  
Rodney West  
Rosy Thornton  
Eve Rossor  
David Hepper for the NP discussion  
Apologies: None received (Jeff Hume not present)

Neighbourhood Plan (NP):

The background to the request for David's experience was given, namely the PC's concerns about cost and work involved.

David Hepper, Chair of Bredfield Neighbourhood Plan Group (and Chair of Bredfield PC) outlined the issues and process.

Money- the cost is paid by central government, a grant of £9000 available from the Dept of Communities and Local Government (DCLG). Recently an extra £6000 was made available for those with technically difficult plans.

AECOM provides free technical advice, having a government contract to support Neighbourhood Plans. DCLG approval has to be given for AECOM's help. (NB the budget is reviewed annually by DCLG).

Thus.....money comes as the work is done.

Work - The PC needs to appoint a willing team as a subcommittee of the PC. Ideally there should be a councillor on the team. It has to be community led and demonstrate that the plan and policy are what the community want.

A NP sits alongside the National Planning Policy Framework (NPPF) and Local Plan. It cannot contradict these but adds another level of detail eg it can be specific about identity of Green Space /vistas/ where to build, can identify unlisted buildings as heritage assets (local listing) and set out design standards which planners have to take note of.

What Bredfield did (documents are available on line re the formal process- see later):

- Initial meeting. 14 attended and divided into teams to look at different aspects eg traffic and transport, housing, business, green spaces. Put together questionnaire to distribute to every individual over 12
- Assemble team. Bredfield have ended up with 4 who push it through
- Get PC to agree to it at PC meeting and minute this. PC clerk has to write to the planning officer for the area, who then advertises for a 6 week period. From a specified date there is a 'designated area' and money can now be applied for. The team need to be a PC subcommittee with Terms of Reference put together by the clerk (or willing individual). Need constitution/Operational policy
- Distribute questionnaires/surveys and get them back to analyse.
- Write plan and policies in place
- Submit - to the District Council for screening if ok or more work needed  
- consultation- advertise by all means possible. DC also notifies - after x time rewrite the plan after comments
- Resubmit to DC with all supporting paperwork for examination by independent consultants who make recommendations.
- Amend as necessary

- Submit to DC
- If OK.....goes to a referendum, organized by the DC. If more than 50% of responses are positive then it is accepted.

Supporting documents - look at other applications for EU legislation issues. Records of all consultations with numbers and questions and responses. Strategic environmental assessment- impact of recommendations.

Lifespan of the Plan- in line with Local Plan. PC should review 4 yearly.

Funding- via LOCALITY ie Locality-> AECOM-> consultant. All goes via PC coffers

Available information

LOCALITY- very useful guides and information on line and downloadable

Planning Aid- another website. Has videos and leaflets and downloadable

Touching the Tide NP guidance particularly on the environment

CPRE - booklet guide to Neighbourhood planning. ER to order some for us

Look at other plans. Marsh Gibbon in Dorset is a good model

Look at the Local Plan for headings- will have to explain why some are dropped if they are

Worth chatting to planning first to say Blaxhall is doing a NP and will get a planning officer allocated

David Hepper was thanked for his input and left the meeting

Discussion on the above:

Right in principle. Needs a non BCOS person to discuss with PC

Mark to discuss informally with Graham Bowles. Aim to discuss NPs at the trust meeting on March 17th.

ACTION: MARK

Newsletter

Cost £67.60 for 250 - approved by all.

Distribute with a covering letter about renewal of membership,

Flier (to be created in house (RW)) with reason for discussion on NPs -AD to do a short bit on Blaxhall and the reason for doing a NP. Will circulate for approval and send to Ebb and Flow.

ACTION: ROD and ANDREW

Distribution list. Eve to find the list and allocate addresses(?) ACTION: EVE

Meeting 3pm March 17th

Hall booked

- Trust update- new trustees
- Terry Peake -SWT working party ACTION: ROD
- Tree Warden update - Maggie ACTION: EVE
- Hedges- Sophie Langmead ACTION: EVE
- Neighbourhood Plan. Planning meeting Sunday March 4th 2pm Vine Cottage

Bypass meeting- there is an action group as SCC are going ahead with the scheme without proper consultation at speed

AOB

Steve has offered to do the website at a cost- ACTION: ROD to see what this entails

Rod talked to Ben of SWT - stewardship scheme expired in Oct 17 and the

management agreement Dec17. PC have applied for a new scheme. Will hear by end

of January.