

Axbridge Neighbourhood Planning Group.

Minutes of the meeting held Saturday 17th November 2018

PRESENT:

Tom Littlewood, James Simpson, Alan Wells, Barbara Wells,

1. APOLOGIES

Pauline Ham, David Parkin, Dawn Mason.

2. MINUTES OF THE LAST MEETING:

The minutes of the last meeting, held on Saturday 20th October were agreed without amendment.

Action: APW to forward minutes to Vicky for posting on the Council's website.

APW to forward to Steph Keeble for posting on the NP website.

3. MATTERS ARISING

No matters arising

4. DECLARATION OF INTERESTS

All attendees confirmed no change in interests from those previously declared.

5. TERMS OF REFERENCE

The revised Terms of Reference drafted by ATC were reviewed. It was felt that a correction to the section on Quoracy was needed and it was suggested that a minimum of three members would satisfy the quoracy requirement. The Group voted unanimously to accept the ToRs.

ACTION: BJV to put suggested revised ToR to ATC for approval on 19/11/18

6. SITE IDENTIFICATION UPDATE

Call for Sites went live on 1st November. A leaflet drop was made to every house in Axbridge as part of the Oyez Council newsletter distribution.

Full details were sent to 14 local estate agent offices and briefings and details provided to the Cheddar Valley Gazette and the Weston Mercury.

As of 17th November 4 requests for information packs have been received. JS provided a further contact who requested information back in April 2018. APW confirmed he would issue pack with covering Email.

A discussion was held on Community Land Development and potential funding for such initiatives via the Community Trust. It was felt that this initiative was more something for Axbridge Town Council (ATC) than the ANP as the ANP will cease to exist following the completion of the plan.

It was felt appropriate to reference Community Land Development with the Neighbourhood Plan document as an aspiration. Thought should also be given to defining Affordable Housing within Axbridge and potentially recommending divergence from the national definitions.

7. FINANCE

Available amount stands at £591.65

Expenditure of £10 for Oyez leaflet distribution.

There is one outstanding invoice from Fairlands Middle School for the production of flyers and posters.

8. FACEBOOK AND GANT CHART

ACTION: JS to post Call for Sites on ANP and Axbridge Connected Facebook pages.

Project Plan was discussed and revised milestone dates agreed.

ACTION: JS to draft revised GANT chart for posting on ANP website.

9 AOB

The question of the ANP Group's view on Commercial and Industrial development has arisen in association with proposed planning request for a small scale power plant development to the south west of the town. Whilst the ANP Group have not, as yet, received any request for comment we are aware that questions are being asked of the developer as to whether contact has been made and views sought.

As a group we have had little specific community guidance on such developments. Overall, the Group felt it should be supportive of small scale local employment and economic development. Albeit that, proposals should be appropriate in terms of design and location.

NEXT MEETINGS:

Saturday 12th and Saturday 19th January 2019. 9:00am St Judes' Please note earlier start time.

This pair of meetings will focus primarily on the high level drafting of Plan chapters. It is hoped that by the end of the second meeting individuals will be in a position to prepare first draft of chapters.

In advance of these meetings APW will engage with SK to try and establish some overarching principles for chapter content.

For information the chapter headings, as agreed in the meeting of 29th September/2018 are:

Intro & background	TBA
Process Summary	TBA
Housing & Development	DM
Transport	BJW
Environment & Heritage	TL
Design	TL
Infrastructure	JS
Community	DP/PH
Appendices	TBA

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Meeting notes from Plan Structure Workshop 12/1/19, St Jude's.

PRESENT:

Pauline Ham, Dawn Mason, Tom Littlewood, James Simpson, Alan Wells, Barbara Wells.

APOLOGIES

David Parkin.

WORKSHOP OBJECTIVE

To agree structure for plan chapters and identify key aims and justifications

STRUCTURE

It was agreed that whilst the Introduction and Process Summary chapters will be free format, all other chapters will follow the following structure:

- Current position (brief summary)
- Main Aims
- Objectives – limited to spatial/planning topics
- Policies
- Justifications
- Aspirational community objectives

As previously agreed, Sustainability and Green issues will be covered in each chapter, rather than as a separate chapter. Following discussion at the meeting it was likely that 'Design', previously identified as a standalone chapter is probably also better addressed within each chapter.

The individual chapters, along with the lead group member are:

Intro & background	TBA
Process Summary	TBA
Housing & Development	DM
Transport	BJW
Environment & Heritage	TL
Infrastructure	JS
Community	DP/PH
Appendices	TBA

When producing first draft of each chapter the lead group member needs to refer to '*Axbridge NP Policy Draft 4*' and '*Stuart Todd feedback*' and Nick Tate comments filed in 'Policy and Objectives on Dropbox.

Lead group member to identify photographs required for relevant chapters. Axbridge Photographic Group have volunteered to take appropriate pictures.

JUSTIFICATIONS AND EVIDENCE BASE

Justifications were challenged and agreed, although checks are still needed against public feedback from March 2018 consultation. See: <http://www.axbridgeneighbourhoodplan.co.uk/wp-content/uploads/2018/05/Data-analysis-con2-v2.pdf>

Evidence Base is currently being reviewed by APW/DP. The obvious requirements falling out of the agreed Justifications are as follows:

- HOUSING
 - SHLAA
 - Community Surveys
 - Housing Needs Assessments – both SDC and ATC
 - Planning requests and consents
 - 'Building for Life 12'
 - Listed Buildings
 - 2011 census
- TRANSPORT
 - SCC parking standards
 - SDC Local Plan
 - Traffic Survey
 - Community Feedback
 - Speed Survey
 - Bus Timetables
 - Sustrans
 - 2011 Census
- ENVIRONMENT & HERITAGE
 - Conservation Area
 - Listed Buildings
 - Community Assets
- COMMUNITY
 - Community Feedback
 - Settlement Boundary & Buffer Zone
 - Leisure Space formula – ie space per head of population
- INFRASTRUCTURE
 - 2011 Census
 - Local Consultation
 - Design Guidance
 - Building for Life
 - National Planning Policy Framework

ACTIONS & NEXT MEETING

Meeting: Saturday 9th February 9:30am, 49 West Street.

Frist drafts of each chapter to be circulated to the group by 22:30 on 5th February.