

North Cadbury & Yarlington Neighbourhood Plan
Working Group Minutes
Thursday 2pm on 25th June 2020

PRESENT

Mike Martin (MM)	Chair
Richard Rundle (RR)	Deputy Chair
Andy Keys-Toyer (AKT)	Parish Councillor
Aland Brain (AB)	
Tim Gilbert (TG)	
Jo Witherden (JW)	Planning Consultant

APOLOGIES FOR ABSENCE

None

DECLARATIONS OF INTEREST

None

CHAIRMAN'S REMARKS

MM announced that NC&Y had been successful in obtaining further grant monies of £9572 for the period March – October 2020, plus an added £1000 for Covid related expenditure. A further grant application for the period November to March 2021 will be made in due course. MM thanked JW for her hard work and stewardship in achieving a successful outcome

APPROVAL OF MINUTES - MEETING 20TH MAY 2020

AB requested Financial Matters be edited to read *“Local Green Space Assessment (LGSA). AKT has completed a draft and this requires a review by this group. AKT cautioned that the notes that JW has sent him need to be read in conjunction with the Environment Advice notes”*

There being no other amendments the minutes were approved.

AGENDA

ACTIONS

1. FINANCE

AB reported that the total Locality grant received for June - September 2020 was £9,572. £36.00 invoiced from (Western Web) and a forecast spend of £9,674 related to consultancy, room hire, printing, searches and Zoom subscription etc. meant a potential overspend of £138 in the period

Total annual Locality grant available is £18K plus another £1K for COVID-19 expenditure. NC&Y therefore have a claim limit of £8,326 (+ the £1000) for period October 2020 - March 2021.

MM declared that the Parish Council had made a provision of £1,500 additional support for the NP to be “Made”.

AB reported that he had set up (view only) the full year's budget & expenditure in the NC&Y Drop Box and asked members to review for accuracy. AB will report on the financial status at all future meetings

All to review

2. PLAN PROGRESS

JW gave an update . The plan was two months behind target due to the time obtaining the Local Government Grant and AECOM technical Support . Options consultation is now September 2020 and Pre-submission Consultation early 2021.

RR Update Site

3. STRATEGIC HOUSING MARKET ASSESSMENT (SHMA)

SSDC were due to report by end of June 2020

JW to Chase

4. BUSINESS / COMMUNITY SURVEYS

Covid had affected the process but it was felt that the overall response was sufficient, and the survey had now closed. A spreadsheet of the results and further analysis was now needed

JW /MM

5. CALL FOR SITES

19 sites had been recorded between SSDC and NY&C and the process was now closed. Uncertainty about P Longman's site (SSDC2) remained

RR to resolve

AECOM had now been commissioned to undertake site assessments. They requested the SEA and HRA screening; Local Green Spaces; Design/Heritage assessments and the various surveys or any other comments to undertake a comprehensive review

JW/RR to send

AECOM would be making site visits and were happy to be accompanied with work starting within two weeks. A request for any anecdotal and pictorial information would be helpful by 3rd- 6th July

ALL to respond

AECOM had agreed to supply the link to their methodology, whilst JW thought the working group would benefit by viewing their work undertaken at Milton Abbas

RR to circulate

6. STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

JW has sent a request to SSDC, to obtain an initial opinion about the potential need for a Strategic Environmental Assessment and Habitats Regulations Assessment. Conclusion is expected by the end of July

7. ENVIRONMENTAL

Application to be made for Somerset Environmental Records Centre (SERC) and to be paid for via Locality

AB to process

It was noted that the Parish Council had now secured a total of three Tree Preservation Orders associated with Clare Field

8. VIEWS/LOCAL GREEN SPACES/WALKS

After lengthy discussions it was agreed that the current submissions from the household survey that AKT had analysed would be reviewed for suitability

JW/AKT review

9. DESIGN & HERITAGE ASSESSMENT

Following a successful grant application Kim Sankey (KS) would now be appointed with the expectation that her work will finish mid-July.

JW to progress

KS to be accompanied if necessary

AKT and others

10. DRAFT PLAN

JW led the group through an outline of the Draft Plan to get early thoughts and views. A discussion around the general construct of the document took place. It was agreed that the final document must reflect an overview of the plan area but must ensure that each topic area covers every single settlement and its individual needs **JW to draft**

JW felt that throughout the document a range of images were going to be needed and that an image library should be constructed **AB to organise**

Images of the general plan area and each settlement, by topic area e.g. Heritage, Business / Employment etc. were essential. Residents to contribute **All to progress**

Introduction section. RR commented that many Neighbourhood Plans looked very similar, JW advocated taking on a different style **MM to draft**

A vision statement that captured the next twenty years was needed that reflected the plan area and each individual settlement, ideally incorporating a younger person's viewpoint **All to draft**

Public transport issues needed more clarity particularly a requirement to understand the current Bus Companies plans **TG to Contact**

Whilst we wait for the SERC response JW asked that we determine whether there were any exceptional trees that locals were aware of for inclusion in the plan **TG to progress**

RR raised the issue of NY&C draft aligning with SSDC Local Plan Policies, JW stated that this would be addressed by the Basic Condition Statement which will be separate to the Neighbourhood Plan

AOB

COMMUNICATIONS

RR raised concerns over the lack of regular communication to the residents. After a short discussion it was agreed that a regular monthly update on progress and issues should be produced. AB aided by TG agreed to construct the regular content whilst RR would ensure it was published Via the Newsletter facility and highlighted using other existing channels **AB/TG & RR**