

**LOCALISM/NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
15 December, 2011**

Present:

Phil Applin	Roger Matthews
Tom Baxter	Charlie Michaelis
Kevin Bond	Harry Nicholls
Andrew Dow	Neil Pearce (Planning Consultant)
Elizabeth Dixon	Kate Rolfe
Peter Emmerson	Tim Sanders
Jenny Fradgley	Dave Savage
Mark Haselden (Chairman)	Sarah Summers (Clerk)
Trevor Honychurch	Geoff Williams

Observers:

There was one observer present.

Apologies:

Victoria Alcock, Neil Basnett, Jonathan Collis, Helen Crook, Bill Dowling, Jeff Downes, David Langman, Alan Marks MBE, Jenny Murray, Donna Savage.

1) Minutes

The Minutes were approved as a correct record.

2) Chairman's Report

The Chairman reported that the last meeting of the management team focused on Housing, Development & Design with a recommendation that the group should engage with the District Council's planning policy officers as soon as possible. Stephanie Chettle, the District Councils Planning Policy Manager has agreed to attend the meeting on 9 February, to discuss various issues, including:

- Land under option;
- CIL – understanding line of approach;
- Expansion out of Stratford – impact on what is left;
- Design guide;
- Working in parallel to deliver the Core Strategy and Neighbourhood Plan.

3) Presentations – ‘Mature Stratford’ and ‘Vision for Stratford by Stratford Voice

The Chairman of the Mature Stratford working party, Geoff Williams, who represents Stratford Voice, presented a two part power point presentation.

The first part provided an up-date on the work of the group to date, whilst the second part was a more in-depth presentation concentrating on the vision for Stratford, compiled by Stratford Voice.

At the close of his address, the Chairman confirmed that it was appreciated not all that was contained in the vision is deliverable at this time, or represents the views of everyone. It is a starting point and opens the door for much debate, consultation and interaction with the other working parties.

The power point presentation is circulated with the minutes and further details can be found at www.stratfordvoice.org.uk

4) Updates by the Working Parties

4.1 Consultation and Communication

- Charlie Michaelis confirmed that the ‘mood card’ consultation is going well, despite a slightly disappointing on-line response.
- The site will be left on the website over the festive period.
- The website is now completely up and running.
- There is a now a Facebook page – stratfordneighbourhoodplan. At present, only ‘friends’ gain access but this may subsequently be changed to an open site.
- The Consultation and Communications working party will report further at the January Steering Group meeting.

The Chairman expressed gratitude to all those who had been involved with the launch, the website and distribution of the ‘mood cards’, but in particular, thanked David Morgan for his exceptional input and dedication in getting the consultation process ‘off the ground’.

4.2 Statistics and Data Collection

- ‘Blue Book’ completed as far as ‘T’.

- Specific information from SDC and WCC is still awaited.
- The draft version should be available by the beginning of January, 2012.
- Final version will be 150 pages of useful information and contacts.

During the discussion following David Morgan's brief presentation, it was agreed that in advance of the publication of the blue book, a list would be circulated with the minutes of the community and voluntary organisations.

4.3 Infrastructure

- Meeting scheduled for Friday 16 December, 2011 looking specifically at:
 - Energy and environmental issues;
 - Open land – adequate space in between development.
- Draft 'Straw Man' available in January, 2012.

4.4 Housing, Planning and Design

The working party have been investigating guide lines for specific areas or zones in the town which it will present to the District Council in January, 2012:

- Landscaping of streets;
- Materials on external surfaces;
- Conservation areas enhanced;
- Density issues;
- Mix and balance of age groups;
- Harmony with the environment;
- Open/green space around and in between developments;
- Vernacular style Design Guide in keeping with the town;
- Notification of land bank ownership in and around the town;
- Housing allocation – social housing and homeless;
- Empty dwelling management orders.

For large scale developments, the working party considers that a mandatory three party negotiation should be undertaken with the planning officer, the developer and a group representing those who would

be affected by the development, before the application goes to the authorities for consideration/determination.

Following this suggestion by the Chairman, Tom Baxter, it was considered advantageous that certain processes are stipulated and followed as part of material planning consideration. A detailed design guide should be drawn up prior to a major development which would be open to tender by developers. The successful developer would be legislatively bound by that set out in the design guide.

4.5 Young People and Families

The Chairman was absent from the meeting, but nothing of significant note has developed since the in-depth presentation to the Steering Group in November.

4.6 Business, Tourism and Retail

There is no elected Chairman for this working party at present, which has been split into three areas covering business, tourism and retail. On behalf of those working on retail, Harry Nichols advised:

- Retailers in the town and on the Maybird Centre have been approached and a meeting at BID on 5 January will be held to access the information and undertake the SWOT analysis.
- Retailers in Bridge Street report a decrease in revenue during the Thursday Christmas Markets.

It was agreed that the issue of pedestrianisation will be covered by the Infrastructure team, but considerable input and feedback from the retail group will be necessary when this issue is covered.

4.7 Finance

The Chairman, Trevor Honychurch advised that the Finance group has recommended to the Town Council that the residue of the budget (approximately £30,000) is rolled over into the next financial year 1 April 2012 – 31 March, 2013.

The majority of expenditure to date and in the future will be incurred by the Communications and Consultation working party as the consultation process for all working parties must be generated and monitored by the CC group.

It is hoped that during the final process, when the definitive document is delivered to every household, as much of this process as possible is be done by a network of volunteers, rather than using expensive, conventional methods, such as postage.

3) Update from Planning Consultant

Neil Pearce gave a brief explanatory review of documents tabled at the meeting and circulated with the minutes:

- Neighbourhood Planning Regulations – Consultation
- Core Strategy -v- Neighbourhood Plan

Neil can be contacted by anyone requiring further clarification.

4) Any Other Business

The Town Clerk advised that now the Bill has been enacted, the Council must, as a matter of priority, submit the proposed Neighbourhood Area to the District Council for determination. She advised that further consultation is on-going with residents representing part of Alveston, which is likely to be resolved in the near future.

It was AGREED that following these discussions, the proposed Area would be confirmed by the Management team before being submitted to the Town Council's Planning Consultative Committee Meeting on 3 January, 2012 for ratification.

The Chairman wished everyone a very Happy Christmas and declared the meeting closed at 8:05pm

On behalf of the Mayor and Town Council, the Town Clerk thanked the Steering Group most sincerely for their dedication and hard work in preparing the Neighbourhood Plan, and invited all those present to imbibe in a little festive fare.

ACTION:

- Communications & Consultation presentation - January meeting;
- Draft Infrastructure 'Straw Man' presented - January meeting;
- Blue Book anticipated for first week in January;
- Submit proposed Neighbourhood Area to District Council.