



SHERFIELD ON LODDON PARISH COUNCIL

PLANNING SUB-COMMITTEE FOR THE NEIGHBOURHOOD PLAN

Minutes of PSCNP meeting held on 24th July 2014

Present – Bruce Batting (Chairman), Alan Ball, John Darker, Bryan Jenkins, Natalie Larner, Kym Greener and Peter Hayes (Minutes).

Two members of the public attended as observers.

1. Declaration of interests

There were no declarations.

2. Minutes of meetings of 16/6/14 and 16/7/14

BB stated that the Minutes of 16/6/14 had already been approved by the Planning Committee.

The Minutes of 16/7/14 were approved.

As he was not at the 16/7 meeting AB commented on key recommendations. He approved broadening PSCNP membership. It was suggested that even if no one came forward from TF the advertisement supported the case for trying. On other issues (ToR; Policy-led Plan) BB stated that recommendations had to be agreed by the Planning Committee and public opinion sought (via the Forum).

3. Matters arising not on the agenda

BB thanked NL for her contribution to the August LVL: advertising for someone from TF to fill the vacancy on the PSCNP; also herself and BJ for liaising over the summary Questionnaire report. BB confirmed that he was getting in touch with James Read about the distribution of the Questionnaire results around Taylor's Farm; he also agreed to speak to James about the advertisement for the TF elector to join the PSCNP and let him have a copy of the advertisement.

4. Final agreement to the Questionnaire summary and its distribution

There was discussion of the wording about reading and obtaining copies of the full Questionnaire report. This would be included on the first (summary) page of the shorter report to be distributed to all households. Wording was agreed on the lines of:

Paper copies of the full results will be available to read at House28, Sherfield Park Community Centre, Chineham Library, Hair Affair and The Salon (the two pubs had also been suggested at the previous meeting). It was suggested that agreement to use these locations should be obtained before going to print.

If you still require a full paper copy please leave your name and address details in an envelope to be placed in the Parish Council post box at the Village Hall. The envelope should be marked for the attention of the Neighbourhood Plan.

Action: PH will access the post box in liaison with Karen Ross and send out any reports requested.



SHERFIELD ON LODDON PARISH COUNCIL

Discussion followed on the printing and distribution of the summary report. BJ estimated that 1500 copies would be needed, printed as A4 and stapled.

Action: i) NL to prepare final PDF version.

ii) AB will speak to KR about the use of her high quality printer to keep down costs. The Planning Committee will decide on the printing issue on 13th August.

iii) Distribution will be house to house and volunteer help has been offered from the Forum. More assistance will be sought at the next Forum – 21st August – with distribution by the end of August.

iv) BJ will merge the 3 existing files and estimate the numbers of pages for the full report. PH will get a printing quote before 13th August for the Planning Committee to consider.

5. Meeting with BDBC: agree date and agenda

Action: PH will contact Edward Rehill to arrange a meeting to discuss the governance review; the 'Triangle' proposed development; issues in relation to the Thames Valley Basin.

6. Agenda for meeting on 7th August

It was agreed that this would be on policy writing and led by Brian Whiteley; the other consultants would not attend.

Action: PH to ask BW what policies should we have in his view? NL to provide coffee and biscuits for the meeting.

7. Consultants' contracts: Alex Munro and Sue Jobbins

BJ spoke to a summary of his responses to the consultants' contracts. It was established that Alex will offer 7.5 days and Sue 3.5 days. BJ made the following points/recommendations:

- The standard terms and conditions forming the 2 contracts were very similar and Alex's should be amended to line up with Sue's;
- The wording 'any variation brought about by reclaim of disbursements' is unclear and should probably be removed;
- The contracts do not state that travel time is **not** part of the consultancy and charged at the daily rate. This should be stated in the contracts.

BB added that the consultants' advice would be best used upfront to train us about a task rather than afterwards to review what has been done. This principle was agreed.

Action: PH to request the consultants that these issues be addressed prior to contracts being signed off.

PH reported that Sue had offered workshop-style training on consultation and engagement approaches rather than the specific focus proposed by the Committee. It was agreed that Sue should provide advice and support on consulting with the hardest to reach (eg young people), businesses, landowners, people who work but don't live in Sherfield; those from other parishes. We could ask her to come to a meeting to talk about these consultees and refer to a policy-led Plan being recommended.

Action: PH to contact Sue about this proposed work plan.

8. AOB



SHERFIELD ON LODDON PARISH COUNCIL

BJ said that he would prepare the full report on the Questionnaire in early September. He also asked about the proposed presentation by Sentinel Housing at the recent PC Meeting. BB said that SH had withdrawn from a presentation, indicating a state of non-readiness.

NL offered to write an editorial about the distribution of the summary report on the Questionnaire for the September LVL (by 16th August).

9. Dates of future meetings

7th August (confirmed). 18th or 20th August; 21st August: Forum; 18th September (tbc); 16th October: Forum.