

Westfield Parish Council

Minutes of the Neighbourhood Plan Management Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Monday 28th November 2016 commencing at 7.00pm

Present: Ms J O'Rourke (elected Chair for this meeting, in the absence of the Chair and Vice Chair) Cllr A Butcher, Mr C Maggs, Mrs J Pack, Mr R Wallace and Mr M Woodhouse.

Also attending: Lesley Welch, Parish Clerk

44. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ron Hopkins (Chair), James Honess, E Jackson and Mr Ron Bevan (Vice Chair).

45. DECLARATIONS OF INTEREST AND DISPENSATIONS

All present who live in the Parish of Westfield, A Butcher, C Maggs, J Pack, R Wallace, M Woodhouse, declared an interest. Parish Council agreed a dispensation at its meeting on 5th October 2015.

46. MINUTES

The minutes of the meeting on 24th October were agreed as a true record.

47. FEASIBILITY STUDY FOR THE COMMUNITY FACILITY FOR WESTFIELD

It was noted that a meeting with DLP Consultants would be held on Thursday 1st December at 11am with Cllrs Ron Hopkins and Geoff Fuller, Chair of the Parish Council. It was agreed that Clive Maggs should also attend on behalf of the Working Group, together with Richard Wallace and Mike Woodhouse if they were available. Cindy Carter suggested that inclusive design in terms of access and facilities was important to raise and its sustainability and on going management should be addressed at this early stage. A 'call for sites' might also be helpful in the local press.

48. DEVELOPING THEMES

Julie O'Rourke gave an overview of how to develop the themes and create policies. This will be circulated to all members of the Working Group. She also circulated a matrix to assist in developing policies to ensure that there were clear links between the policy and the evidence and outlining the basic conditions in the form of the Examiner's four tests for Neighbourhood Plans.

In terms of housing, whilst the Neighbourhood Plan has to be pro development, it is not necessary to identify sites for housing. In fact the Joint Spatial Plan does not have any significant housing developments earmarked in the Somer Valley and the Placemaking Plan does not highlight any further areas in Westfield for housing, nor recommend any sites outside the housing development boundary. However, the Placemaking Plan is only in place until 2018.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

The Working Group discussed the sort of housing policies it might include should housing of any size be agreed in Westfield within the 20-25 year life of the Neighbourhood Plan. Concentrating on high quality, sustainable development within the historic context of the area, Julie O'Rourke suggested that the work undertaken in the Westfield Placemaking Plan showing the different types of housing in Westfield be used as evidence.

Evidence had shown a need for housing for older people and it was suggested that a policy be written to the effect that if brownfield sites become available then we welcome housing for older people.

In relation to green spaces, Joan Pack, Richard Wallace and the Clerk had attempted to write objectives/draft policies and these were given to the Clerk to amalgamate and send to Julie O'Rourke for comments.

To date there had been no responses from the letters to landowners regarding the suggestion to designate their land as green spaces. The Clerk would chase.

ACTION All members of the Working Group were asked to continue to write objectives and policies and forward them to Julie for comments between now and the next meeting.

49. **ASSETS OF COMMUNITY VALUE**

The Committee received advice from Julie O'Rourke and discussed whether to undertake the considerable research required to register the five assets of community value which had been identified a few months previously. Alternatively Julie suggested that it was possible to include a Policy on Buildings of Local Significance in the Neighbourhood Plan for example the Pill boxes, two of which are in Waterside Valley – to put them on the map, include extracts from books where they are mentioned and websites where they are highlighted and write a policy to the effect that these buildings are to be improved or enhanced within any development.

ACTION All members of the Working Group were asked to continue to write objectives and policies and forward them to Julie for comments between now and the next meeting.

50. **EMPTY PROPERTIES**

Noted that Cllr Jackson was absent and that this would be put back on the agenda when she had drafted a policy.

51. **DATE OF NEXT MEETING**

The date of the next meeting will be 23rd January 2017 at 7pm.

There was a training event at the Guildhall on 25th January 10am-4pm – Cindy Carter and the Clerk expressed an interest in attending – please would any other Working Group members let the Clerk know if they would like to attend. The meeting closed at 8:15pm

Minutes subject to approval at the next meeting.

Signed **Dated**