|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Eye & Dunsden Parish NDP Steering Group Meeting Minutes 23 July 2020 | | | | |
| **Attendees:** David Woodward, Richard Berkley, Ian Dick, David Breeze, Deborah Simmons, Howard Crews, Robin Page, Mandy Sermon, Andrew Dunn, Liz Allen (for part)  **Apologies/not present:**  Nick Marks, Claire Murdoch, Kerry McGrath (unable to commit to the project currently) **/** John Spooner, Ian Pringle, Julie & Steve Nicolson, Keith Maher, Peter Walton, Robbie/Sara Steward    All are requested to be ready to report back on their actions at the next meeting. | | | | |
|  | Minutes / Action Points | Who | Complete by |  |
| 1 | **PREVIOUS MINUTES** – the minutes of the 26th June 2020 meeting were agreed and adopted. | NDP SG |  |  |
| 2 | **ACTION POINTS**  **Participants**  DW welcomed Andrew Dunn to the meeting and stated John Grimes who has a background in property might be interested in joining the Steering Group.  **Funding:**  LOCALITY GRANT (LG): up to £10,000. ID reported that the Application had been prepared and circulated along with the NDP timeline. Sharon Brentnall (Bluestone Planning) had reviewed and initially signed off the Application. ID requested any comments quickly as MS/ID will upload the Application on to the LG Portal by 31st July.  **Consultancy:**  Liz Allen (Landscape Architect) joined the meeting and advised climate change was not a landscape matter. After discussion it was decided MS was to check whether the PC need to seek alternative quotes for consultancy work generally. If not, it was agreed MS on behalf of the PC will formally instruct Liz Allen in accordance her fee proposal dated 10th March 2020. Once instructed Liz undertook to prepare and circulate a programme for scoping executing and reporting back to the NDP SG.  ID reported that he has sought a quote from Bluestone Planning to assist the NDP SG with drafting and scrutinising the emerging NDP.  DW had not sourced an ecology consultant and suggested a wider consultancy role is required providing ecology, climate change and sustainability services. DS will make some enquiries.  DW has spoken with Paul Matthews (retired transportation consultant) who is advising Caversham & District Residents Association on RBC’s draft Transportation Strategy It was decided that a transportation consultant will not be instructed and thought Paul Matthews could provide some informal advice periodically. | Ian D  Mandy S  Mandy S  Liz A  I Dick  David W  Deborah S | 31st July    ASAP  ASAP  Next Meeting |  |
| 3 | **MATTERS ARISING**  **Steering Group Terms of Reference Document:**  DS had circulated a draft document with proposed amendments by HC that were discussed and agreed. DS to issue a revised draft of the document. It should be formally adopted at the next meeting  RB raised ‘conflict of interest’ and the need to have a process of declaring and managing potential conflicts as they could arise during the NDP process. DW advised that the NDP SG is governed by the procedural governance of the PC. DS circulated the National Association of Local Councils “Code of Conduct” template that the PC uses for members’ agreement and future compliance. The template recommends that these are externally referenced and these are currently on the parish council website.  DB to review SODC’s Statement of Community Involvement that sets out how the Council will consult with communities when forming or reviewing planning policy and should be referred to in the NDP SG Terms of Reference.  **NDP Vision and Objectives:**  The document sets out the background and purpose of the NDP (its vision and objectives) from which a framework can be developed.  DW confirmed he was working on a draft document that he will circulate after David B has reviewed it.  DB is working through SODC’s housing policy and is to write a summary of SODC’s response to the Local Plan Inspectors question concerning the lack of sites being allocated next to the boundary of Reading. DB will review Kidmore End and Mapledurham’s responses and contact Sue Biggs (ex-Chair of Kidmore End Parish Council) to seek any clarification and get the up to date position. | Deborah S  Deborah S  David B  David W  David B  David B | 27th July  7th August  ASAP  31st July  Next Meeting |  |
| 4 | **Questionnaire**  DW confirmed he has updated the E&D PC website asking for final responses and comments on the questionnaire by the 31st July. In CM’s absence further feedback on the questionnaire will be given at the next meeting.  Previously DS had agreed to look at the ‘key road map for NDPs’ and to discuss with CM with a view to sharing the questionnaire data with the SODC NDP team and see how best to process the data. DW subsequently commented that procedurally he felt there needs to be separate SODC checked consultation strategies for both stakeholders and residents. | David W  Claire M  Claire M  Deborah S | Next Meeting  Next Meeting |  |
| 5 | **RBC Transport Strategy:**  The Strategy is out for consultation process that **closes on 30 August 2020.**  RB and DW had attended the joint parishes meeting on transport strategy. Other local parishes are totally opposed to any proposals for a 3rd river crossing and northern orbital road. RB considered that to flatly oppose a 3rd river crossing may be counterproductive particularly as E&D Parish is directly impacted by any forthcoming proposals.  The PC has decided it would work in conjunction with other parishes but respond to the consultation of RBC’s Transport Strategy independently.  Whilst probably there would be strong resistance to a ‘freight use’ crossing that it is assumed Reading are seeking there could be the opportunity to encourage some form of river crossing and enhance other connectivity to Reading such as by using the River Thames and its tow path.  RP agreed and commented alternatives for a 3rd road bridge should be considered such as an accessible friendly foot and cycle crossing perhaps with a viewing deck to attract tourism.  RB invited all attendees to email him with any ideas and thoughts on the Transport Strategy as soon as possible in order for a draft representation to be written and circulated next week for comments. | Richard B | 31st July |  |
| 6 | **SODC Local Plan Examination in Public (EIP):**  DW explained that the EIP was in progress and Gladman and RBC had given evidence and noted some members had observed proceedings on SODC’s YouTube Channel.  DW thanked HC for his email summaries of both the Gladman ‘housing numbers and spatial strategy’ evidence and RBC’s ‘’transport infrastructure’ evidence that he will circulate to NDP SG Members other interested residents.  It was agreed to have a further discussion on the EIP at the next meeting with hopefully some local Councillor feedback on how the EIP went. | David W  NDP SG | ASAP  Next Meeting |  |
| 7 | **Road Map Document**  DW has reviewed the document and explained we are at the evidence gathering stage and we have to wait for commissioned external reports to be received before policies’ can be formulated.  HC commented that SODC’s emerging Local Plan puts a lot of weight behind NDPs for smaller villages so is important that progress is being made with E&D NDP whilst the reports are being prepared as there is still a risk that the EIP inspector may ask SODC to review its spatial strategy that could lead to a review of sites bordering Reading.  To make progress It was agreed that HC would look at Shiplake’s NDP policy schedule and propose a plan to allocate Shiplake’s draft policies to SG members for them to review them, become familiar with their content and consider if some of them may be appropriate for the E&D NDP. | Howard C | 6th August |  |
| 8 | **PRESS /PR**  DW and CM to review and report to the August meeting. | David W  Claire M | Next Meeting |  |
| 9 | **Future roles and activities**  RP kindly put himself forward to join the Environmental Subgroup. Other members include DW, DS and NM. |  |  |  |
| 9 | **Next Steps / AOB**   1. Parish Housing Need – DW has requested data from SODC’s Register to obtain the number of people looking to move into the Parish to decide if there is a need to “call for sites” in the NDP. 2. DS will check the life span of NDPs and the frequency of their review. 3. Permitted Development Rights – The Government’s has announced plans to amend PDR’s. DB will review the impact of this once the new regulations are published. | David W  Deborah S  David B | Next Meeting  Next Meeting  TBC |  |
| 10 | **Next Meeting Thursday 20th August, 5pm via ZOOM. Joining details to be advised.** | NDP SG | 20th August |  |