



Neighbourhood Plan Steering Group Meeting #12

3rd July 2017, Chapel Schoolroom, Hutton Rudby

1. Attendance & Apologies

Attending: Allan Mortimer (Chair), Adrain Davey, Bridget Fortune, Katie Atkinson (KVA Planning), Amanda Madden (Rural Housing Enabler)

3 members of the public

Apologies: Jonathan Cooper, Rosie Danjoux, Liam Percy, Karen Picking, Tom Pickering, Richard Redmond

2. Procedural Issues

a) Minutes Of 5th June 2017

Accepted.

b) Actions carried forward from 6th March, 3rd April, and 2nd May 2017.

Item 2 e): Provide photos For Website

Action: **Adrian Davey, Rosie Danjoux, Tom Pickering.**

Item 5 b): Schedule of Responses follow-up actions – contact other parties

Action: **Allan Mortimer:** See section 6 of these minutes.

Item 5 c): Schedule of Responses follow-up actions – identify owners of potential sites

Action: **Liam Percy:** See section 6 of these minutes.

c) Actions From 5th June 2017

Item 5: Preparations for 14th June Workshop, Village Event Stall & 1st July Drop-In Event

Actions: Allan Mortimer, Liam Percy, Derek Simpson, Karen Picking – complete.

d) Contacts From Landowners / Developers / Agents

None to report

3. Costs / Budget

a) Costs incurred to date set against HDC grant are listed below:

2 nd June	£16.00	Room Hire (1 hour)	Village Hall Main Room (Team Meeting)
9 th June	£26.00	Room Hire (2 hour)	Village Hall Johnson Room (Team Meeting)
22 nd June	£32.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
4 th July	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
21 st July	£0.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
1 st August	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
5 th September	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
3 rd October	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
7 th November	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
15 th November	£504.00	Questionnaire printing	
5 th December	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
6 th February	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
6 th March	£755.80	Planning Consultant Fees	
6 th March	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
3 rd April	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
Total	<u>£1459.80</u>		

Estimated balance of HDC grant at 3rd July (hold in reserve until Locality grant is used): **£1,540.20**

b) Costs To Date From 27th April to be set against Locality Grant

2 nd May	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
2 nd May	£127.90	Consultant attendance at Steering Group (2 hours plus expenses)	
5 th June	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
5 th June	£127.90	Consultant attendance at Steering Group (2 hours plus expenses)	
12 th June	£527.90	Consultant preparation time & attendance at workshop	
30 th June	£500.00	Consultant fees – critical friend quarterly charge	
3 rd July	£129.90	Consultant attendance at Steering Group (2 hours plus expenses)	
3 rd July	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
Total	<u>£1681.50</u>		

Total Costs Incurred: **£3,141.30**

c) Estimated Costs Post 3rd July Meeting (To be funded by Locality Grant)

£500.00	Planning Consultant – critical friend services (fixed fee)
£5,250.00	Planning Consultant – policy writing (15 days @ £350)
£383.70	Planning Consultant – steering group meetings (3 @ 2 hrs + travel)
£42.00	Meeting Room Hire (3 @ £14)
<u>£1,000.00</u>	Printing draft Neighbourhood Plan for statutory consultation.
<u>£7,175.70</u>	Value of approved award (20p less than application/itemised list)

d) Remaining Funding Sources

HDC:	£1,540.20	Estimate of unused grant at 3 rd July
Locality:	£6,143.00	Maximum available on top of initial award.
Precept:	<u>£5,000.00</u>	Budget approved by RPC (may not be needed).
Total	<u>£12,683.20</u>	

4. Project Plan

Settlement Character work has gone broadly to plan, as has work on housing needs and priorities, and spatial strategy.

However, more time than originally anticipated has been needed to work on site selection. Additional workshops / consultation events are being set up to provide opportunities for community participation on this key issue. The current project plan is based on a target completion of site assessment and selection by end of July which will not now be achieved.

The project plan will be reviewed and updated for the next Steering Group meeting.

Action: **Allan Mortimer**

Preparation of HDC's Local Plan has also experienced some slippage, an update on their schedule will be obtained.

Action: **Bridget Fortune**

a) Key Dates / Events

10 th July 2017	Rudby Parish Council meeting
16 th July 2017	Drop-in Workshop (Site Criteria – part 2)
30 th July 2017	Drop-in Workshop (Site Criteria – part 3) – provisional date.
7 th August 2017	Steering Group Meeting
14 th August 2017	Rudby Parish Council meeting
TBA	Developer / Landowner presentation event

Key Tasks

Publicise 16 th July drop-in event	Target: 6 th July 2017
Publicise Site Criteria #3 event	Target: 16 th July 2017
Prepare Site Criteria #3 event	Target: 28 th July 2017

5. Workshops & Events

a) Feedback On Workshop 14th June, Village Hall (Johnson & Tarran Rooms)

This was attended by 21 residents. It consisted of information sessions on Community Led Housing and the Site Selection Process, plus a working session on Settlement Character.

The Community Led Housing strand seemed to have been well received (this was confirmed by members of the public present who had participated in the workshop). The session was led by Peter Duncan (chair of Stocksfield Community Led Housing project) who was very knowledgeable and enthusiastic about the subject.

Evidence gathering for Settlement Character was completed, and as requested the Village Design Statement was published on the NP website.

The Site Selection strand was preparatory work for the subsequent drop-in session held on 1st July. Concern was expressed that having only a single session during the holiday season might make it difficult for some people to participate. In recognition of this, a follow-up session, covering the same ground, has been scheduled for 16th July.

The workshop recommended using a “traffic light” approach to score sites against the selected criteria.

b) Village Event Stall 24th June

The stall was run by Allan Mortimer and Liam Percy and was busy all afternoon. The pattern was different to last year when most visitors to the stall had only made a brief visit. This year a lot of people engaged in lengthy discussion on issues, the nature of evidence gathered, and their views on policy. Visitors included several people who had not participated in workshops, so the stall proved useful as an “outreach” mechanism.

The attendance sheet recorded 59 visitors, but probably a similar number visited without signing the sheet. A further four email contacts were added to the mailing list.

c) Drop-in Site Criteria Workshop Village Hall 1st July 2pm – 6pm

The workshop was run by Allan Mortimer, Liam Percy and Katie Atkinson with support from Rosie Danjoux, Karen Picking, and Derek Simpson. There were 46 participants over the course of the afternoon, and again this included a number of people who had not previously participated in the more structured workshops.

It is proposed to run a “continuation” of this workshop so that those on holiday or otherwise unavailable on the 1st July have an opportunity to contribute to the development of site selection criteria. The follow-up event will take place on the afternoon of Sunday 16th and will use the worksheets from the 1st July event as the starting point.

There was discussion on whether there was any value in starting the second session with a “blank sheet of paper” and comparing the results of the two sessions. However, it was agreed that as a continuation session, the most appropriate format for the second session was to build from the results of the first (in the same way that later participants in the initial session were building on the choices and comments of earlier participants).

The introductory boards indicated that issues like flooding, protected species, pipeline safety etc. would be addressed in line with national policy so do not need to feature explicitly in the locally defined criteria.

A summary of the results of the first session was reviewed, but it was agreed that a full analysis and discussion should wait until the second session had taken place.

It was noted that some of the 18 draft criteria attracted more responses than others, and although participants were given the opportunity to suggest additional or alternative criteria, none were actually proposed. The comments made mainly focused on policy development or criteria interpretation (i.e. traffic light definitions).

The introductory material for the workshop indicated that we were aiming to have around 12 “local” criteria, but this is not a fixed number. If the results show a clear cut-off point, some of the 18 candidates may be dropped, but it is possible that all will be retained.

d) Site Selection Criteria – Drop-in “Continuation” Workshop 16th July, Village Hall 3- 6 pm

See section c) above for details.

e) Site Selection Criteria Definition / Site Assessment Workshop(s)

The next stages will be to finalise criteria and traffic light definitions, and then begin assessment / scoring against the criteria. Allan Mortimer & Katie Atkinson will develop a format to facilitate public participation in the next stages of site selection and assessment.

A community participation event will be held in late July.

f) Landowner / Developer Presentations

It was re-affirmed that development of site selection criteria must be sufficiently advanced before this event takes place. All landowners of potential sites must be given equal opportunity to participate.

Due to the additional time needed to develop site selection criteria (in part due to the holiday season), this event cannot realistically take place in July. It is hoped that it will be possible to schedule it during August.

6. Schedule Of Responses – Follow-up Actions

a) RPC Input

The RPC responses still need to be published on the website.

Action: **Allan Mortimer**

Some participants at the 1st July workshop had commented that in their opinion it should not be up to RPC to decide whether the allotments are retained in their current location, and that it should be a community decision whether these are relocated to free up the land for an appropriate form of development.

It was noted that the questionnaire results showed a lot of support for the provision of allotments, although the relocation question was not explicitly addressed. It was also noted that NP workshops sessions had recommended designation of the allotments as Green Space.

b) *Input From Other Parties*

Contact has been made with NYCC education, and the GP on capacity issues and their responses are still awaited. These need to be chased up.

Action: Allan Mortimer

Relevant comments for other groups need to be collated and forwarded to an appropriate person in each organisation.

Action: Allan Mortimer: Identify contacts, collate & forward comments.

c) *Potential Development Sites Suggested Through The Questionnaire*

Liam Percy was not present to give a progress update on contacting owners.

Action: Liam Percy: Identify & contact site owners.

7. Rural Housing Enabler's Recommendations Report (Discussed after item 2a))

Amanda Madden (RHE) summarised the key points of her report. She confirmed that the 41 households in housing need all meet the affordable housing criteria, and all have connections to the Neighbourhood Plan area. It does not include any households from adjacent parishes.

There was some discussion on the Wicket's planning approval which should contribute 10 homes towards this need. A member of the public questioned why the full affordable quota had not been achieved. The RHE advised that she would like to see compliance, and always asks for this. Viability arguments from the developer appear to have persuaded a majority of planning committee members to accept a lower number. It was noted that our own ward councillor had voted against approval.

The RHE suggested that the Neighbourhood Plan should consider including some quarter houses in site development briefs. (Quarter houses consist of four one bed units configured to look like a semi-detached house so that they look appropriate within a village setting.) About ¼ of the affordable housing need is for single person households who would be adversely impacted by the "bedroom tax" if they occupied a 2 bed unit.

The RHE will forward some examples of site development briefs from the NYM area.

The RHE drew attention to space standards, and advised that incorporating these into design briefs would help ensure that developers delivered good quality housing.

Only one of the registered self-builder is specifically looking for a plot in Hutton Rudby, although there are a number looking more broadly within the North Hambleton / Stokesley area.

HDC have received an allocation (£195k) from a Community Led Housing funding stream. This could be used to assist groups pursuing schemes with costs such as incorporation, professional fees for lawyers and architects, and potentially contributions toward land purchases.

The RHE is organising a Self Build and Community Led conference in Stokesley on Tuesday 25th July which includes presentations from the Hudswell Community Led Housing project. This is a free event which anyone interested can attend. Details will be circulated to the mailing list.

Action: Allan Mortimer

8. Issues To Refer To Rudby Parish Council

None

9. AOB

None