

## Minutes - Chobham Neighbourhood Plan Steering Group - 7.30 pm 24<sup>th</sup> June 2015 Parish Pavilion

### Attendees

- Margaret Melrose Co Chairperson
- Brian Whiteley Advisor to the Steering Group
- Mike Riley
- James Osbourn
- Cllr Pat Tedder
- Cllr Edward Bentall
- Cllr Max Wheeler

Meeting Started 19:30

### **1. Apologies for absence**

Apologies received from Victoria Wheeler, Debra Barr, Lavinia Sealy

Pat Tedder attended at 20:00

### **2. Appointment of minute taker**

Max Wheeler appointed as minute taker

### **4. Brian - briefly explained the neighbourhood planning system for new members**

He covered the following - what it sets out to achieve for the community, it's strengths and weaknesses in planning terms, what kind of document it is/is not, plus what the next steps are to be for neighbourhood planning nationally. Brian agreed to send a copy of a presentation he had recently given which explained the current position with neighbourhood plans nationally and explored some of the problems facing groups preparing these plans. (If anyone would like more extensive notes from this section, they can be included)

### **5. Margaret - Matters brought to the committee's attention since the previous meeting**

#### A. Policy writer update (following liaison with Reading University)

Having consulted with Reading University it appears that they cannot offer the Committee the necessary level of professional assistance required for drafting plan policies.

Brian explained it may be possible to engage a planning consultant instead to assist with drafting policies - using new funding announced in February for neighbourhood plan preparation by Locality. Brian can provide a list of possible consultants to approach (using a directory on the RTPi website). He noted that consultants prefer to be engaged on discrete pieces of work, e.g. carrying out specific research on housing, local design character, etc., or preparing a set of draft policies.

Noted Pat Tedder would discuss a proposed funding bid with the Parish Council. The Parish were thought likely to agree to the engagement of a planning consultant as there should already be funding available for this.

#### B. Further sources of funding for the production of the neighbourhood plan

An application to Locality under their latest scheme can be made for upto £8000 , but any bid should be made as soon as possible by the Parish council for this year. ( Again, they are thought likely to agree to this).

There are forms to be filled out for this application, these will be circulated by Margaret along with explanatory emails Brian had sent to her previously.

There is the possibility of further funding on the basis of Chobham being an area of high development interest. Brian suggested the Parish Council investigate this when making their application to Locality.

C. Catherine, a Masters student at Imperial College London (Silwood Pk campus), would like to interview parish councillors from the committee. Who among the Parish council members would be willing to speak to her? (copy of request attached)

Cllr Max Wheeler and Cllr Victoria Wheeler have agreed to an interview with a Masters student from Imperial College London, Margaret is free to pass on their contact details. Carol had previously agreed to an interview; Margaret is to contact her to see if she is still available.

D. Discussion of possible projects to be included in the neighbourhood plan and taken forward for future consideration

Community engagement to date had highlighted the following problems:

Traffic - particular concerns include the movement of vehicles over 17t through the village, speeding and traffic congestion. As yet firm solutions to these problems are not forthcoming, which is why action to rectify them remains a project.

All members agree that more car parking facilities should be another long term project.

Community transport is another strong project, both a community bus and a cycle route to Woking from Chobham are being considered. The cycle route is also being pursued by the Parish Council.

James has agreed to draft a proposal regarding the use of green spaces.

Brian suggested that the committee consider including a list of possible future projects as an appendix in the plan, to emphasise at the Examination that in order to achieve the plan's vision the community recognised there were a set of projects it needed to take forward which, whilst they were beyond the remit of a neighbourhood plan were nevertheless important factors to take into account if the vision was to be achieved.

He also suggested the steering group should liaise with Surrey Heath Borough Council (SHBC) local plan officers shortly regarding the main policy themes which it proposes taking forward in the plan as well as current ideas for long term projects . It would be useful for the Parish Council and SHBC to compare the outline timetable for the preparation of the neighbourhood plan with that for the SHBC Local Plan.

#### **6. Update from Mike Riley on business content**

Noted that Mike is to contact the Business Development Officer (BDO) at Surrey Heath Council to investigate whether s/he can provide any detailed and up to date data and information on active businesses in the Chobham plan area. Cllr Pat Tedder can provide him with contact details for the BDO.

In particular Mike will be looking for what businesses/types of business are present in the village at the moment so we know what we want to encourage, and can create a neighbourhood plan that aids local businesses.

Cllr Edward Bentall to revisit his report and meet with Chris Hobbs regarding his report.

#### **7. Website/ Wordpress site - Appointment of sub team**

Cllr Max Wheeler has agreed to work with Margaret and Victoria on the website and will post minutes there following feedback from councillors.

#### **8. Agreement of content for press release**

Cllr Max Wheeler will write up a press release, discussing the following:

- The addition of new members following the election in May
- Our intention to pursue local housing for local people (within borough = local) and incapacity housing.
- Our other plans following this meeting.

He will work with Mike Riley if necessary and forward a draft to the other councillors by Wednesday 1st July. The press release will go to the Surrey Advertiser, Gridiron, and parish noticeboards.

#### **9. Dates of next public meetings**

The Next meeting will be 29th July

The next public consultation will be 23rd September

#### **Actions**

Brian Whiteley agreed to send links which provide a particularly good explanation of what a neighbourhood plan is and should include.

Brian Whiteley to provide a list of possible planning consultants to contact for helping with the further preparation of the plan.

Cllr Pat Tedder to raise engagement of a planning consultant for discussion with the Parish council.

Margaret Melrose to circulate funding application forms to committee members so they can be passed along to the parish council along with explanatory emails from Brian.

Brian Whiteley suggested that when making its application to Locality for funding support the steering group investigate whether more funding - i.e. an additional £6000 - is available from this year's announced grant funding on the basis of Chobham being in a high growth area .

Cllr Max Wheeler and Cllr Victoria Wheeler have agreed to an interview with a Masters student from Imperial College London, Margaret is free to pass on their contact details. Carol had previously agreed to an interview Margaret is to contact her to see if she is still available.

Cllr Max Wheeler to find copy of neighbourhood consultation results and circulate it asap to allow consideration of further projects.

Mike is to contact the Business Development Officer (BDO) at Surrey Heath Council to investigate whether s/he can provide any detailed and up to date data and information on active businesses in the Chobham plan area.

Cllr Edward Bentall to revisit his report and meet with Chris Hobbs regarding his report.

Cllr Max Wheeler has agreed to work with Margaret and Victoria on the website and will post minutes there following feedback from councillors.

Cllr Max Wheeler will write up a press release, discussing the addition of new members and our plans following this meeting. He will work with Mike Riley if necessary and forward a draft to the other councillors by Wednesday 1st July.

Brian Whiteley to email a list of suggested matters for discussion at a proposed meeting with SHBC local plan officers.

James Osborne to draft proposal regarding the use of green spaces.