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 Minutes of the Tysoe Parish Council Meeting
 Held on Monday 10th April 2017 at 7.15pm

Present: Cllrs Sinclair (Chair), Locke, Allen, Collier, Haines, Littlewood & Tongue
 In attendance: None
 Public: 6

	Action/ Date
<p>1. Welcome to the meeting given by the Chair, Cllr Sinclair.</p> <p>Cllr Sinclair opened the meeting and 7.15pm and welcomed all Councillors, Neil Pearce and members of the public.</p>	
<p>2. Apologies – Cllr Cressman</p>	
<p>3. Declaration of interest</p> <p>The Chair reminded councillors of the need to declare an interest in any of the agenda items. None declared.</p>	
<p>4. Draft Neighbourhood Plan</p> <p>Cllr Sinclair said that there may be an opportunity at the end for members of the public to raise questions about the process and procedures for the draft Neighbourhood Plan (NP). This was however a meeting of the Parish Council in public not a public meeting. Cllr Sinclair then handed over to Shirley Cherry from the Neighbourhood Planning Group (NPG) who went through the background:</p> <ul style="list-style-type: none"> • This is a draft Plan which will now be subject to public consultation. The PC will describe the ongoing process in a few minutes. • The preparation of a Neighbourhood Plan is a [legal] requirement of the Parish Council, this has been delegated to a Neighbourhood Plan Steering Committee, who I am representing this evening, and who have prepared this draft Plan. • The purpose of the Plan, the life of which runs until 2031, is to identify where the village is supportive of new housing development in the future and where it is not supportive and to identify those aspects of the village that are important to the residents and therefore worthy of protection. • The Plan contains policies which are designed to maintain the rural quality of the village, qualities that the residents clearly value very highly. For example, the AONB, the green spaces in the village, the rural views etc. • The Plan sets out certain design criteria which should be adhered to by any future development. These will maintain the aesthetic appearance of the village and protect it from inappropriate development which may spoil the rural nature of the village. • The local Planning Authority, Stratford District Council (SDC), set all Local Service Villages (of which Tysoe is one) a housing target. In our case this was to identify sites on which a minimum of 84 houses could be built during the period 2011 to 2031. Currently 43 houses have either been built or been granted planning permission and we have identified sites for a further 64 houses. This will give a total of 107 which exceeds the target by 23. We believe that this is reasonable given that in the lifetime of the Plan some sites already identified may not be delivered. • We have maintained the premise that Tysoe is one village comprising Upper, Middle and Lower Tysoe, the latter two separated by what we describe as a green Strategic Gap which should be preserved and protected from development. This premise is supported by comments made in the various public consultations. Within the village of Tysoe we have identified two ‘built up area’ boundaries within which all the potential development sites are located. Development outside of these boundaries will be resisted and only allowed in certain circumstances e.g. rural workers dwellings, rural exception schemes, replacement dwellings and the appropriate conversion of rural buildings. 	

- In identifying the sites for potential development, we have taken into account a number of criteria, the main ones being:
 - Any historic, archaeological, natural habitat or flooding considerations on the site.
 - The preservation and protection of the AONB
 - Preservation of the rural views
 - Proximity or encroachment on existing listed buildings
 - Size and scale of the potential development in relation to the existing village development.
 - Potential planning restrictions – e.g. preservation of existing building lines, road access etc.
 - The views and concerns of the village residents as expressed in the public consultation sessions.
- The Plan identifies the need to build more smaller (2 & 3 bedroom) houses, more affordable houses and houses for the elderly and we have endeavoured to identify suitable sites for these. This is in response to the recent Housing Needs Survey carried out in late 2016.
- It is important to recognise that no building will take place on any site identified unless the owner of the site applies for permission and the SDC Planning Committee approves it.
- In preparing the Plan we have used the services of a Planning Consultant, Neil Pearce, who will add a few words in a minute. He has advised several PCs on drafting neighbourhood plans and has a great deal of experience in steering Plans through to final approval.
- Whilst we have taken note of comments made in the various public meetings regarding the Plan, the final draft document has not been available for scrutiny by the residents until now. It is vitally important that as many residents as possible see and comment upon the Plan as the final document must reflect the thoughts and aspirations of the majority of the village.
- We believe that the Pre-Submission Draft Neighbourhood Plan will be ready for a 6 week period of formal public consultation in the next few weeks and we are therefore seeking an endorsement from the PC on the structure and content of the plan prior to launching the Pre-Submission consultation.
- I commend the Pre-Submission Draft Neighbourhood Plan to the PC and subject to final adjustments recommend it be endorsed by the PC for public consultation.

David Roache asked Councillors if they wished him to walk them through the plan or would they rather take it away and get comments to David and Shirley by Tuesday 18th April 2017.

Cllr Locke felt it would be useful to be taking through the plan. David said that the plan is still a draft and needs some fine tuning but that the content of the plan is about 98% complete.

David took the PC through the plan but before doing so said that people will focus on the housing but it is not just about housing it is about what makes Tysoe a good place to live and work.

David then took the Council through the plan outlining certain areas. David mentioned the various activities that had taken place which had informed the plan, including the housing needs survey. The NPG had endeavoured to fulfil all the needs identified. Scale of development may get some push by from Stratford District Council (SDC). The NPG are very keen to limit the size of any future development as indicated by the feedback. Employment policies to encourage local employment as well as several other policies including flooding and local green spaces, which is one of the areas that people were very keen to see protected. We want to keep the village assets in the village and protected.

There is a policy talking about the character of any buildings that are built. Do not think they have changed in any material way from earlier versions of the draft plan. Trying to preserve the nature of the village.

There is a design statement, which should be complied with on any new build. This gives the PC the wherewithal to hold developers to developing houses and buildings that fit with the local vernacular. Gives the PC a tool to use.

The appendices will change in the final version. A number of things will get pushed into a section called “evidence”. Think it is a plan you should be relatively familiar with. Endeavoured to pick up on the comments that the PC have made.

Cllr Littlewood asked a question regarding the list of the top 12 sites how it related to the map. David Roache responded that the assessment criteria that was applied to the sites that had come forward from public opinion as well as many other criteria. Public opinion had been considered but it was not the only evaluation that had been used. The table in question would be moved to the “evidence” base, as advised by Neil Pearce.

Cllr Allen said clearly a lot of work has gone into this but if this is going to be going out to people in the village the font is quite small. David said that this was a very valid comment and that the font would be enlarged.

5. Agree Next Steps in process for Draft Neighbourhood Plan

Neil Pearce then took the PC through the next stages of the plan. Neil started by saying that the Parish Council meeting on the 8th May would work quite nicely in terms of a final sign off the plan. Place an advert on Tuesday 9th May in the Stratford Herald which would trigger the 6 week consultation process. If it does not happen then it is not important the process would simply move back by a few weeks.

We will need to write to the owners of the allocations within the plan, green spaces and site allocations. Pointing out that these have been chosen as potential sites but nothing is guaranteed this is the first version of the plan and it will change.

- Final review of NDP by APS (including maps and evidence base)
- Collation of statutory and non-statutory consultees list from SDC
- Optional ‘health check’ by SDC
- PC briefing on 10 April 2017 to ratify the structure and content of the latest version of the NDP and approve for consultation
- Final amends to the NDP (if necessary) (Pre-Submission Version) – Target completion 1 May 2017
- Launch of the Regulation 15 public consultation event (see toolkit) – Target completion 11 May 2017
- Regulation 15 public consultation by QB (6 weeks) – Target start date 18 May 2017
- SEA Screening exercise by Lepus Consulting (on behalf of SDC) – Target completion June 2017
- Tabulation and consideration of consultation responses received – Target completion July/Aug 2017
- Modifications to NDP following consultation (Submission Version) (NB: if significant changes are proposed then further public consultation may be required) – Target completion Aug/Sept 2017
- Submission of NDP to SDC along with Consultation Statement and Basic Conditions Statement – Target completion Oct 2017
- Regulation 16 public consultation by SDC (6 weeks) – Target completion Dec 2017/Jan 2018
- Appointment of examiner by SDC – Target completion Dec 2017
- Tabulation of consultation responses by SDC – Target completion Jan 2018
- Potential rebuttal by QB – Target completion Jan/Feb 2018
- Examination of NDP – Target completion Feb 2018
- Consideration of Examiners report – Target completion March 2018
- Modifications to NDP (Referendum Version) – Target completion April 2018
- Possible Regulation 17A public consultation (6 weeks) if examiners recommendations are not taken on board and possible re-examination – Target completion June 2018
- SDC Cabinet approval for referendum – Target completion July/Aug 2018
- Advertise referendum will be taking place by SDC – Target completion Sept 2018
- Referendum – Target completion Oct 2018
- SDC Cabinet and Full Council to ‘make’ the NDP – Target completion Nov/Dec 2018

Neil highlighted a few points:

The launch of the consultation there will be an obligation to rally the troops get a lot of feedback and a lot of consultation. There will be an exercise carried out by the SDC tested to see if anything has any environmental implications. Almost certainly it will come back saying it does not need an environmental assessment.

After the 6 week consultation, which anyone can respond to; visitors to the village, residents, businesses. Tabulate those responses and consider them. Take onboard the comments and possibly make changes to the plan. Some may need further evidence gathering. Ultimately the plan will be updated because of the consultation. The next version is called a “submission” version. This gets handed over to SDC together with a consultation document which states how you have engaged with the community.

SDC then carry out another 6 week consultation which they run and again gives members of the public an opportunity to respond to the plan. After it has been updated it gets sent to an independent examiner and 5/6 weeks later a report is published which suggests changes to the plan. The changes may be minor or significant. You don't have to take onboard everything the examiner says and if you wanted to stick to your guns you would need to speak to SDC and if they were supportive there would be another 6 week period of consultation.

This is then the “referendum” version of the plan. Stratford District Council then take it to the Council for approval for a referendum. This must be advertised and this is paid for by SDC. On referendum day, it is only the residents within the Parish that get to vote. Straight forward yes/no referendum. No minimum turnout.

After the referendum and it has been approved by the Parishioners it goes back to the full SDC cabinet and then it gets “made”.

It is quite a long bureaucratic process. Patience is going to be needed. There is nothing that you can do to speed up the process.

Neil suggested that he could pull together a timetable for this process. Looking at a referendum summer 2018.

Cllr Allen asked what might happen if there was a low turnout for the referendum?

Neil felt that if a developer challenged the plan simply on turnout it would not go anywhere. Smaller villages tend to get a better turnout than larger villages.

Cllr Locke asked several questions; once letters have gone out to land owners if the land owner says no way do I want this developed does it come out? If someone queries the fact that their site is not in can they challenge it. Thirdly the fact that someone from outside the village can comment. If people from outside the village queried a site would that have to carry the same wait as a resident?

Neil said that he had helped to write 20 Neighbourhood Plans and it has never happened yet. You cannot dismiss anything straight away but if one person was objecting and they had got friends and family to write in to object this should be obvious. It is important that you do try to identify this. It is a Tysoe plan but you cannot exclude others from the plan.

The whole point of the public consultation exercise is to get feedback on all policies. When we write to the landowners we will be saying that they should respond to the consultation. The sites that we have identified we believe there is a willing landowner but if they have changed their mind the NPG and the PC may have to review that site. It is a 13 year plan and so peoples situations will change over that period. We are looking at strategic sites and we are anticipating that some of them will not come forward.

You are almost certainly going to get feedback from landowners whose sites are not included within the plan.

You react to the responses. If it is a fundamental change you may have to do further consultation.

Cllr Littlewood said how powerful is the NP? Neil said on the sites identified you cannot really control when they come forward. The strategic reserve sites are an insurance policy. The SDC says you have to get 84 houses. You are already in a positive number. 13/14 years is a long time in planning. Cllr Littlewood reiterated the question based on Neil's comment that the Examiner would like to see a

<p>“reserve” in case of failure of some sites to materialise and potential changes to the SDC core plan. This is, if SDC determine that additional houses are required then would they be able to extend development in reserve core sites? Neil responded by commenting on a case where at appeal, although a reserve site had been purchased by a developer and the planning request gone to appeal, the Secretary of State had upheld the NP and the Council.</p> <p>Cllr Sinclair said the way forward is for the Parish Councillors take the document home and give feedback to Shirley and David by Tuesday 18th April and copy all Councillors in. This should include any comments on any element of the plan. The NPG should then present the final version to the PC on the 8th May to hopefully get it ratified.</p> <p>Neil said that the PC should treat the versions that they have as highly confidential. The public will get their say but we need to manage the release of it in terms ratifying it for public consultation</p> <p>Councillors were asked to bring back old versions of the plan to the meeting on the 8th May so that these can be destroyed.</p>				
<p>Payments</p> <p>The following payment were proposed by Cllr Allen and seconded by Cllr Locke. All Councillors agreed payments:</p> <table data-bbox="97 898 1350 943"> <tr> <td data-bbox="97 898 446 943">N Power</td> <td data-bbox="446 898 1101 943">Electricity supply 01/01/17 to 31/03/17</td> <td data-bbox="1101 898 1350 943">£532.44</td> </tr> </table> <p>Also the repayment of the Groundworks grant for the NP had been stated at £2006.09 the Clerk advised that this should have been £2046.09.</p>	N Power	Electricity supply 01/01/17 to 31/03/17	£532.44	
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<p>Cllr Locke raised an issue regarding the tennis club who wanted to place a chair by the tennis court. All councillors agreed that this could go ahead but that the seat was the responsibility of the tennis club.</p>				
<p>6. Closure of the meeting to the public and press – 8.30pm</p>				