

# Silverstone Neighbourhood Plan Working Party

## Minutes of the Working Party

Date of Meeting: 27 March 2017

Venue: Silverstone CE Primary School  
(Junior school site)

Name	Initials	Present - <b>P</b> Apologies - <b>A</b> Absent - <b>AB</b>	Name	Initials	Present - <b>P</b> Apologies - <b>A</b> Absent - <b>AB</b>
Nick Ashby	NA	<b>P</b>	Phil Dunne	PD	<b>P</b>
Mel Bignell	MB	<b>A</b>	Noel Hopper	NH	<b>P</b>
Chris Bird	CB	<b>P</b>	James Laband	JL	<b>P</b>
Lee Bodily	LB	<b>P</b>	Karen Lockton	KL	<b>P</b>
Simon Brown	SB	<b>P</b>	Carol Mason	CM	<b>P</b>
Mary Jane Branch	MJB	<b>A</b>	Simon Martin	SM	<b>A</b>
Robert Brightman	RPB	<b>P</b>	John Rudland	JR	<b>A</b>
Charles Challenger	CC	<b>A</b>	Carol Tosh	CLT	<b>P</b>
Jessie Walker	JW	<b>AB</b>			

Chair	Clerk	Quorum - one third of total membership (ie 6)
Carol Tosh	Lee Bodily	Quorate - 11 present

### Abbreviations

WP = Working Party

NP = Neighbourhood Plan

Item	Comments	ACTION by
1	<b>Introductions and appointment of a notetaker</b>	
	<ul style="list-style-type: none"> <li>Notetaker appointed - Lee Bodily</li> <li>Introductions made by each member of the group. Noted that CB (Police Officer) is awaiting his professional standards documentation to determine to what extent he can be involved.</li> <li><b>Dropbox to be set up for WP</b> to share information and documents. All members of WP to add contact details and holiday dates to appropriate files</li> <li><b>Skills survey to be sent to all members of WP</b> so that it can be determined where the strengths of the WP lie and where additional knowledge/skills is necessary to fill any gaps necessary for producing NP</li> <li>It was established that the WP is commissioned by the Parish Council to investigate the costs and viability of the NP but that we are also working on behalf of the village.</li> </ul>	<p>CM</p> <p>CLT</p>

Item	Comments	ACTION by
2	<b>Immediate Tasks and Deadlines</b>	
	<ul style="list-style-type: none"> <li>• CLT reported that Neighbourhood Area application has gone through cabinet (been approved) at South Northants Council and now has to go to the full council for approval. As far as CLT is aware it has gone through based upon the whole parish boundary. No date as yet for going to full council.</li> <li>• Most immediate tasks are to produce a timeline for the NP and a costed budget. Kilsby and Barby have given all of their documentation files to CLT on a pen drive. This includes a project plan on which CLT has adapted the stages and started to plot. <b>Further work required to map out what timeline will look like.</b></li> <li>• <b>Kilsby and Barby documentation to be uploaded to Dropbox by CM</b></li> <li>• Key dates: <ul style="list-style-type: none"> <li>- 10 April - next Parish Council meeting. At this meeting <b>CLT will provide an update on the skills available within the WP and the actions taken thus far.</b></li> <li>- 12 April - village meeting at which the WP is to report its initial progress with a remit to ultimately determine costs and canvass the opinion of Silverstone Residents on a NP for the area</li> <li>- 8 May - Parish Council meeting at which final judgement will be made on proceeding or not with NP</li> </ul> </li> <li>• CLT proposed that the village meeting be the beginning of the WP's engagement with the village community and to that end will <b>request a slot at the end of the village meeting at which information can be given on the pros and cons of a NP</b></li> <li>• <b>For the meeting on 8 May, a clearer picture of the costs involved will be required</b></li> </ul>	<p>CLT CM</p> <p>CLT</p> <p>CLT</p> <p>CLT/RPB</p>
3	<b>Why a Neighbourhood Plan?</b>	
	<ul style="list-style-type: none"> <li>• RPB gave the meeting a background on the government policy as follows:</li> <li>• When communities produce a NP which includes a thoroughgoing survey of housing need (of current residents) and makes allocation of sites for this need, they receive 25% of the Community Infrastructure Levy (CIL) for each development/build. The example given was: The CIL for a 4/5 bedroom house (approx 3000 sq feet), built within the village confines on a greenfield site, would be £60k-70k, of which Silverstone would receive 25% with a NP in place.</li> <li>• No plan can be guaranteed to totally preclude development forever, but it provides a level of insurance against unwanted development, whilst meeting the housing need.</li> <li>• The National Planning Policy Framework (NPPF) examines sustainable development against three criteria: Economic, Social and Environmental. The NP must analyse sites to show how they do or do not meet these criteria, whilst allocating for specialist housing - that which is identified as needed by the housing needs survey that would be carried out.</li> <li>• The development of the circuit (reported to be generating 8000 new jobs) will give rise to the need for sustainable development. There will be a social and economic need, therefore we will need to focus on 'housing need' and the environmental issues.</li> </ul>	
4	<b>Parish Plan and Village Design Statement</b>	
	<ul style="list-style-type: none"> <li>• <b>To be presented/discussed at the next meeting</b></li> </ul>	JR
5	<b>Scoping the Project</b>	

Item	Comments	ACTION by
	<ul style="list-style-type: none"> <li>• Options</li> <li>• Issues for Research               <ul style="list-style-type: none"> <li>- Our green spaces within and without the village are vast and will require many feet on the ground</li> <li>- On what basis can we show that from an environmental standpoint, certain sites are not suitable for development: Historic Landscape(s), Ancient Monuments, areas of ecological interest etc.</li> </ul> </li> <li>• Level of NP               <ul style="list-style-type: none"> <li>-What level of 'insurance' do we require? Silverstone is a complex site in comparison to somewhere like Kilsby - we need the top level of NP to accommodate the complexity.</li> </ul> </li> </ul>	
6	<b>Procurement</b>	
	<ul style="list-style-type: none"> <li>• The top level of consultancy will be costly but is required for Silverstone as it is a complex site. WP will need to be selective about how it uses the various external consultants and make use of them for very focussed, specific elements of the NP.</li> <li>• Key people:               <ul style="list-style-type: none"> <li>• Archaeologist: Brian Giggs, local historian, has offered his help to identify sites which have historic importance, and to put the WP in touch with relevant professionals at Leicester University.</li> <li>• Landscape Architect: RPB has made contact with a leading landscape architect and is awaiting a response.</li> <li>• Ecologist: RPB has made contact with Tim Goodman, one of the top ecologists in the country, who has agreed to work on the plan for us.</li> <li>• Other: RPB has contacted Prof David Lock CBE who has offered to take on the role of Editor in Chief for the NP. He is a very well known and respected Town Planner.</li> </ul> </li> <li>• <b><i>The WP agreed to empower RPB to talk to the consultants further, subject to making no financial commitment before speaking further to the WP.</i></b></li> <li>• Caroline Brocklehurst has offered to fund the Planning QC. The WP are grateful for her kind offer. To be discussed further when we are clearer about the process we need to go through and what help/advice we may need.</li> </ul>	RPB
7	<b>Grants</b>	
	<ul style="list-style-type: none"> <li>• The Finance Committee of the Parish Council has agreed to £5000 from reserves to cover expected NP costs in the 2017/2018 financial year.</li> <li>• Mel Bignell from the village, who has a background in grant applications, has offered to help the WP with applications for available funding.</li> <li>• <b><i>KL to liaise with Mel Bignell to get paperwork together and ready for submission once we have agreement to proceed with the NP from the Parish Council at the May meeting and when we have agreement for the Neighbourhood Area.</i></b></li> <li>• The deadline for the first grant the WP can apply for (from Central Govt via SNC) is September 2017. This is for £9,000 for 2017/2018. A further £5-6000 for complicated cases can then be applied for at a later date.</li> <li>• <b><i>CLT to make contact with Andy D'Arcy from SNC to arrange a meeting to discuss SNC's obligations towards funding. It was agreed that 3 members of the WP should attend plus Linda Paice, Clerk to the Parish Council.</i></b></li> </ul>	<p>KL</p> <p>CLT</p>

Item	Comments	ACTION by
8	<b>Village Consultation</b>	
	<ul style="list-style-type: none"> <li>• It was noted that we need to ensure our communication methods will reach all geographies and demographics within the village.</li> <li>• The Parish Council requires evidence that the majority of people who vote are in favour of a NP.</li> <li>• It was agreed that <b>KC and RPB would draft a Pros and Cons of a Village Plan document to be ready for the village meeting on 12 April.</b> The draft will be circulated to members of the WP who have <b>24 hours</b> to respond with any suggested amendments or additions.</li> <li>• <b>LB to ask Sally &amp; Matt Cann if Pros and Cons document could be distributed with the leaflets sent out by the village shop.</b></li> <li>• Post boxes for residents to post questions about the NP to be placed in the village shop and White Horse asap (and certainly prior to the village meeting) with Sally &amp; Matt Cann's and Landlord's permission. <b>LB to ask. PD to supply post box(es).</b> Copies of the Pros and Cons document should be put with the post box and a message put on to the village community group on Facebook to let people know they are there. <b>All communications to be agreed by the WP using the 24 hour rule.</b></li> <li>• Other methods/channels of communication were mentioned including: <ul style="list-style-type: none"> <li>• Local Media</li> <li>• Social Media - Facebook and Twitter (although no agreement was reached as to how this would best be managed).</li> <li>• Village website</li> <li>• School newsletter</li> <li>• News &amp; Views</li> <li>• Speaking at groups and associations within the village. Eg. Gardening Club, WI</li> <li>• KL also reported that she had had an informal discussion with the lead architect for BRDC who said that they are keen to open lines of communication with the village.</li> <li>• NH found examples of communications from other communities who have developed a NP and will <b>forward the link to CM so they can be added to Dropbox</b></li> <li>• It was agreed that we should have some sort of table display at the village meeting on 12 April, as well as a question box.</li> </ul> </li> </ul>	<p>KC &amp; RPB ALL</p> <p>LB</p> <p>LB / PD</p> <p>NH / CM</p>
9	<b>Indicative Costs and Timeline</b>	
	To be developed as we confirm consultant costs	
10	<b>Actions</b>	
	<b>Read NP Roadmap Guide on <a href="http://mycommunity.org.uk">mycommunity.org.uk</a> if not already done so</b> <b>Read Silverstone Parish Plan and Design Statement if not already done so</b>	ALL ALL
11	<b>Appointment of new Chairperson</b>	
	<ul style="list-style-type: none"> <li>• Grateful thanks were given to Carol(CLT) for her time and efforts thus far in setting up the WP and arranging the inaugural meeting</li> <li>• Bob Brightman self-nominated as the new Chairperson in line with PC's Terms of Reference and this was agreed by the majority of the WP</li> <li>• Karen Lockton put herself forward as Deputy Chair, seconded by Phil Dunne.</li> </ul>	
12	<b>Date of Next Meeting</b>	
	Wednesday 5th April	

Forthcoming Meeting Dates	Venue