

**Minutes of the 27<sup>th</sup> Neighbourhood Plan Committee meeting held on  
Tuesday 19<sup>th</sup> September 2017 at 7:30pm in Wickham Market Resource Centre**

**Present:**

Cllr Dick Jenkinson (Chairman)  
Hannah Benstead  
Colin Owens  
Cllr Sanders  
Sonya Exton

**1. Chairman's opening remarks and to receive apologies for absence**

The Chairman stated the aim of the meeting was to agree on the sites that should be given to AECOM for the Site Options and Assessment work. He also stated that Una MaGaughrin, AECOM would be calling on 20 Sep 17 at 1000 hrs to receive an initial brief on what was required. This call would be answered by Dick and Colin. **Action: Dick and Colin to take phone call.** Apologies were accepted from, Angela Hadley, George Hering, Cllr Robin Cooke, Roger Theobald, Arthur Stansfield, Ray Lewis, Cllr Clune, Wendy Slaney, Anne Westover and Jo Peters – Clerk to the Council.

**2. Declarations of Interest**

No declarations of interest were made

**3. Locality packages update**

The Chairman stated that the Locality guidance had been revised and this was relevant to the meeting. The guidance note for the Site Options and Assessment package now reads:

### Site options and assessment

If you are using your Neighbourhood Plan to allocate sites for development then you should carry out an appraisal of options and an assessment of individual sites against clearly identified criteria.

These sites could be:

- Vacant
- Disused
- Underused
- Currently in another use that is inappropriate
- Undeveloped.

The process usually starts with a desk based review of known sites and any potential sites suggested by the group that may be suitable for housing, employment or other uses such as open space, retail or community facilities. The process includes a review of all work carried out previously by the Local Authority and advises on consultation with local landowners, developers and agents.

## How will it help?

Allocating sites for development can be one of the most contentious but powerful aspects of Neighbourhood Planning. We can help you bring together all existing evidence relating to potential development sites, identifying any new potential sites, and eliminating unsuitable sites. We can do this in a transparent, methodical and informed way which will stand up to later scrutiny. Each site is assessed against:

- national planning policy and guidance
- any local guidance you feel important environmental or physical limitations such as:
  - flood risk
  - steep slopes or natural features
  - site availability
  - and other factors, such as whether the site is financially viable to develop.

The output is a useful shortlist of suitable sites. You can then get feedback on these as part of your consultation on the plan. The final site or sites can then be allocated in the Neighbourhood Plan.

## Prerequisites

For this process, the group would need to share any knowledge relating to potential development sites and landowners and any work on site assessment carried out by the group to date. Groups will need to be committed to achieving sustainable growth, and understand and be prepared to see a site allocations process through to a reasoned conclusion.

In addition, the Technical Support Guidance Notes for Site Options and Assessment work gives the following guidance regarding which sites should be put forward and this is as follows:

## Site Identification process

### Setting up a site identification working group

A working group should be set up to carry out the site assessment process. This would ideally be a core group who are involved in the assessment of each site, to ensure consistency. Each member should declare any interests and also avoid assessing sites that they may have an interest in (e.g. they live next door or have a close relative that lives next door).

### Identify all possible sites

The next stage in selecting sites to meet the identified development need, is to look for any possible sites with development potential. Casting the net as wide as possible is important to ensure the most appropriate sites are allocated and also in the event of your plan being challenged by landowners or developers who own or control sites they consider deliverable. If these are not considered and objectively assessed, the plan may be at risk.

Sites that should be considered include:

- Sites known to the community
- Sites identified by the neighbourhood planning group

□ Sites allocated or proposed for allocation in the adopted or emerging development plan. These are usually found in a site allocation document. Also check the evidence base, particularly the Housing Land Availability Assessment (SHLAA/ HELAA) or employment land review for deliverable sites within the neighbourhood plan area.

□ Other sites in the area with development potential, e.g. sites that have come forward through a recent Call for Sites or pre-application discussions. This information can be requested from your LPA.

#### **4. Site Options and Assessment – Selection of sites to be considered.**

In addition to the guidance above the meeting also took note of the decision made at the Neighbourhood Plan meeting on 9 Sep 17 which was:

“The Chairman gave details regarding sites that could possibly be developed. There was an in-depth discussion regarding the Simons Cross Allotment Site. Colin Owens proposed that the following sites were excluded from the Site Options & Assessment work: - The Glebe Allotment site and the field between the allotments and Spring Lane, Simons Cross Allotment site, The Village Hall Playing Field and the Playing Field at Simons Cross. This was Seconded by Angela Hadley. 7 in Favour, 1 Abstention. “

Given the updated Locality guidance there was a feeling from all attendees that the above decision could be detrimental should the decision as to why a site was left out be raised when there is written guidance that it should be included.

I was decided to use the Land Parcels Map from the draft Landscape Appraisal as the base document for land that the Site Options and Assessments work. This document gives 11 areas which were considered for potential development and a further 4 which were not considered as they were unavailable, these four being, The recreation Ground, The Cemetery, the Glebe Allotments and a parcel of land containing the Simon's Cross Allotments, the School Playing Fields and the Simon's Cross Playing Fields. Some of the Land Parcels were considered too large and were consequently split down into smaller packages.

It was then decided that all the sites that were shown in the latest Call for Sites should be added.

Bearing the above in mind the meeting felt that the following sites should be given to AECOM for their inclusion in the Site Options and Assessment work:

1. Parcel 1a – on flood plain
2. Parcel 1b - above the flood plain (Noting this parcel includes sites 1045 (Housing) and 786 (employment) from the latest call for sites.
3. Parcel 2a – The Triangular Field
4. Parcel 2b – Land to the south of the B0178.
5. Parcel 3 – Site 1055 in the call for sites
6. Parcel 4a – corresponding with site 816 in the call for sites
7. Parcel 4b - corresponding to site 7 in the call for sites
8. Parcel 5a – Land to the west of Walnuts lane
9. Parcel 5b – Land to the east of Walnuts Lane – Part of site 499 in the call for sites
10. Parcel 6 - Part of site 499 in the call for sites
11. Parcel 7a – Land to the south of Mill Lane
12. Parcel 7b – Land to the north of Mill Lane and south of Church Terrace

13. Parcel 7c – Land to the rear of Church terrace
14. Parcel 8 – Site 878 in the call for sites
15. Parcel 9 –
16. Parcel 10 –
17. Parcel 11 –
18. Site 14 in the call for sites
19. Site 81 in the call for sites – It is believed this is under construction
20. Site 110 in the call for sites
21. Site 196 in the call for sites
22. Site 476 in the call for sites
23. Site 582 in the call for sites – It is believed that this is already built
24. Site 878 in the call for sites – The field between the Glebe Allotments and Spring Lane.
25. Site 879 in the call for sites
26. Site 881 in the call for sites – The Glebe Allotments
27. The Simon's Cross Allotments.

This full list of sites cannot be given to AECOM at this stage as it includes three of the five sites that we decided to exclude. However, we must inform AECOM very soon which sites they should consider.

**Action: All Ctte Members are to contact Chairman, Colin Owens and Jo Peters to state if they agree to include serials 24, 26 and 27 which decided to be excluded at the meeting on 9 Sep 17.**

Colin Owens made the point that we should supply to AECOM all the information that we have indicating where sites are unsuitable for development.

There were no members of the public present.

**5. Date of next meeting**

The next Neighbourhood Plan Committee meeting will be held on Tuesday 10<sup>th</sup> October 2017.

There being no further discussion the Chairman formally closed the meeting at 21.10

Signed:.....

Dated:.....