

Yaxham Neighbourhood Plan Working Group Meeting

Wednesday 6th April at 7.30 pm - Minutes Meeting Room Yaxham Village Hall

Present:

NP4Yaxham Working Group – Maggie Oechsle (MO) Chairman, Ian Martin (IM) Vice-Chairman, Susan Martin (SM) Treasurer, Peter Lowings (PL) Ben Mitchell (BM), Richard Hughes (RH), Steve Roberts (SR), Mike Tibbetts (MT)

Yaxham Parish Council - Peter Lowings (PL)(Chairman & WG member), George Crummett (GC) (Vice-Chairman, Peter Bennett (PB), Pablo Dimoglou (PD)(also District Councillor), Steve Goldsmith (SG), John Harvey (JH), David Myhill (DM)

District Councillors: Paul Claussen (PC), Pablo Dimoglou (PD).

(Minutes Secretary for the Meeting – Susan Martin)

1. Chairman's Opening Remarks - MO welcomed the full turn-out of the members of the Parish and the District Councillors to this important Working Group meeting.
2. Apologies: Jennie Smith (JS), Gary Davison (GD)

Presentation, Questions & Answers – 7.30pm-8.45pm

3. NP4Yaxham Draft Plan For Consultation (incl Breckland Feedback)
MO opened by summarising the process to date, building on the CLP which had given Yaxham a head-start, and emphasising that everything said was based on consultation and the particularly strong feeling in the parish of wishing to retain the "small rural village" feel of the parish, separate and distinct from Dereham.

IM then took the meeting through the process, emphasising that all the documents under production are on the www.np4yaxham.com website, including version 6 of the draft plan. GC said he had read through the whole of the plan on the website.

IM explained we had reviewed many other Neighbourhood Plans (NPs) in deciding how to structure the one for Yaxham. He also explained:

- the extensive consultation process undertaken;
- the difference between the draft Planning Policies and the "Parish Action Points", namely that the former would be incorporated in Breckland's Planning Policies, whilst the latter were not technically planning matters and were proposed to be taken forward by the Parish;
- the supporting documents – Basic Conditions Statement, Consultation Statement, Evidence Base, and Strategic Environmental Assessment (SEA) Screening Report;
- that Breckland had accepted that NP4Yaxham did not require a formal SEA or a Sustainability Assessment (SA) after NP4Yaxham has produced at extra cost a Sustainability Statement;

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- that the Plan had to conform with the NPPF, the Breckland LDF Core Policies and the Breckland Emerging Plan; and
- that while Breckland had not provided much help from September to early March 2016, the new NP officer was seeking to help move matters forward.

IM then set out the regulatory process that the NP had to be taken through. Stage 1 was the designation of the NP Area, 17/11/15, Stage 2 consultation and drafting the plan (where we are now), Stage 3 Consultation prior to Submission of the Formal Plan to Breckland. This is hoped to commence 18th April and run to 31st May 2016. This is subject to NP4Yaxham Working Group carrying Breckland with it and the agreement of the YPC at its meeting on 14th April. IM emphasised that this is not the finished plan – it is the “90%” plan which will be finalised after this consultation period and then submitted, around the end of June.

There was discussion of the immediate timetable, because it was being driven by Breckland’s requirement that all planning policy matters need to go through Cabinet, the next relevant one being 17th May and the one after that no until 13th July. *PD and PC undertook to see if it was possible to get delegated authority from cabinet to loosen this constraint.*

PD raised the issue of the apparent conflict between NP4Yaxham and YPC over the Local Service Centre (LSC) designation, and that Phil Mileham (PM), Planning Policy, still saw this as an issue. IM directed PD to the relevant part of the draft Plan showing it as a neutral description. *PD said he would see PM about this.*

IM said discussions were continuing with Breckland Officers on the draft policies, but that we still hoped to propose to YPC at the 14th April Meeting to agree to proceed to the next stage of consultation. IM proposed that in the event that we were not at that stage that we would propose to YPC to agree in principle to proceed and delegate to the Chairman, Vice-Chairman and maybe one other councillor the final decision whether to proceed. This appeared acceptable in principle.

There was discussion about the role of s106 payments, particularly as regards Elm Close and the Primary School. PD said that as a result of NP4Yaxham’s intervention this matters had been highlighted and there would be s106 training for Councillors.

IM set out the final stages of the process: Stage 4 Formal Submission and Consultation by Breckland, Stage 5 Independent Examination, Stage 6 Referendum and Stage 7 the plan is “made” – likely now to be in early 2017.

MO thanked the Councillors for their participation; said they were welcome to stay for the administrative part of the meeting, but she would understand if they did not. The Councillors thanked MO & all but PL left the meeting at 8.45pm.

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Administrative Matters – 8.45pm-9.45pm

4. Minutes of last meeting – 2nd March – agreed and duly signed by MO
5. Matters arising (not on the agenda) – 4 cheques signed by PL – with thanks, larger cheques (>£600) to go to the YPC 14th April meeting.
6. Finance Update Including pre/post 1st April 2016
 - Grants – Locality Grant 1 (£7,405) fully spent, Locality Grant 2 for £1,595 agreed – total Locality Grant of £9,000; Breckland refusing to match-fund the second grant; VAT refund important (£1,480) – *SM to pursue both matters with PL outside the meeting*
 - Budget from 1st April 2016 - £5,130, split roughly 50/50 between consultancy and printing, but after the additional expenditure on the Sustainability Statement and the lack of match-funding, we need to seek additional funds to cover further printing costs.
7. Pre-submission Consultation Process
 - a. 14th April Yaxham Parish Council Meeting – IM proposed and it was agreed that delegated authority be granted to MO, IM and SM to decide in the light of discussions with Breckland Officers and PC & PD whether to press for full agreement to proceed or for agreement to proceed in principle with delegated authority to 2 or 3 YPC members.
 - b. Pre-submission consultation, if commences 18th April 2016
 - Banners, posters, documents on website & to Breckland over w/e 17/18
 - “Post Boxes” & Plan to School, Village Hall, Church, Yaxham Waters
 - c. Newsletter – production, distribution from 15th April. SM proposed a competition for a new design for the Plan cover. This was not agreed. *It was agreed that SM would compile a set of photographs for the front cover, similar to the website. All to send photos to SM.*
 - d. School Hall event 25th April 3pm-7pm – *IM to check exact timings*
 - e. Newsletter early May? Ahead of 2nd Consultation Event? – Agreed not to.
 - f. Village Hall event 12th May 5pm-7pm ahead of annual parish meeting
 - g. Other meetings: PCC AGM 26th April, Mattishall Surgery 13th April
 - h. Statutory Consultees – *IM/SM to produce list and draft letter*
 - i. Other details? – *MO to organise press coverage in DAFT for 21st April*
8. AOB – Primary School – Governing Body should pursue expansions issues. IM prepared to meet with Head and Chairman of Governors if it would assist.
9. Dates of Next meeting(s)
20th April 2016