

**Neighbourhood Plan Working Party**  
**24<sup>th</sup> January 2018, 7.30pm**

**Memorial Hall, Lambourn**

Attending: Cllr. Sue Cocker  
Cllr. Billinge-Jones  
Cllr. Laurie  
Cllr. Riggall

Apologies: Cllr. Penfold

Mrs. Ann. McMath (minutes)

**Working Party Notes:**

Cllr. Billinge-Jones nominated Cllr. Cocker as Chair of this working party. Agreed by all.  
Cllr. Cocker thanked Cllr. Billinge-Jones for all his hard work on Neighbourhood Plan and for circulating notes beforehand.

**Minutes:**

It was agreed the minutes should reflect the discussions. Should more formal minutes be required, these can be extracted.

**Recent local Developments**

Hungerford held their own public meeting to discuss the Neighbourhood Plan (22nd Jan).  
Turnout was good and there was a useful presentation by a Stratfield Mortimer Parish Councillor on the production of their Neighbourhood Plan. The Stratfield Mortimer 'core' aspects were determined by the steering group and, once build into the plan, *had* to be considered by WBC. Stratfield Mortimer's case was focussed on housing and the point was made that Lambourn has different and specific needs and wider key core objectives.

**Core Issues for Lambourn**

Distinctive factors Racing industry  
Aim to be a strategic settlement in a rural area – self sustained in terms of amenities  
Housing is only one aspect)  
Employment  
Working village not just a dormitory village

**Public Meeting – 2018**

Working party were all in agreement that a public meeting needs to be focussed, structured and carefully managed. A workshop format with presentations, where the public can be engaged and led through proposals was preferred. The public meeting to be well publicised in NW News, Village Views, Penny Post, Posters, Community Website. An easy to understand guide for the Public Meeting should be produced.

**Steering Group**

A small steering group is critical. The steering group can then pull in additional expertise when necessary. Each stage of the project be required to be evidenced. It was felt that getting the balance right between using the skills and expertise in the village but getting professional help when required was key.

### **Stakeholder consultation**

The Stakeholder consultation process should be widened to big employers as well as local organisations such as WI, Churches and others who have a social interest in the village.

It was stressed the process of consultation need to be well managed.

Separating the consultation between professional and public consultation was raised.

Contact with the local Lambourn Business Group was highlighted as was the need for the Isbury Charity, as a Housing Charity to be represented.

District Councillor (Graham Jones) is key to the process.

Racing Welfare – active in housing market.

A wider stakeholder group will help positive engagement.

It was noted that Key plans and outcomes changed during the process of consultation in the case of Stratfield Mortimer.

### **Neighbourhood Plan - Description & Boundaries**

A Neighbourhood Plan cannot overrule WBC Core Strategy if it has been stipulated but it can advise where it has not been stipulated. In turn WBC have to adhere to central Government core plans and strategies. WBC will consult parishes who have a Neighbourhood Plan as part of any changes to policy.

Question: is WBC Core plan renewed on a rolling basis?

Evidence must be gathered to 'inform intent' of pursuing a NP.

Once a parish has given notice that they are developing a Neighbourhood plan then WBC must consult with the parishes on items in the core plan during the NP Process.

### **Time Scale**

3-4 years anticipated

### **Finance/Grants**

Central money is available in the form of grants - not time dependant (a rolling programme).

Discussion over applying for a grant and supplementing it with additional funds. Mike to progress information gathering.

### **Data Gathering**

Much work is needing to be done on data collection and Landscape survey

WBC to advise on Landscape survey

A list of Key documents of evidence required is to be advised by WBC

### **Geographic Boundaries**

Following on from the last meeting - the area for NP would encompass the Parish. Formal approaches to East Garston and Great Shefford Pc were made by Cllr. Billinge-Jones but both declined to be part of the project. It is important that the NP reflects and fairly recognises the differences in the areas within the parish (Upper Lambourn has different needs to Lambourn, Woodland St Mary, Lambourn Woodlands & Eastbury). Reflecting areas accurately will help with engagement.

It was felt that statistical data would be difficult to gather if the NP was to cross county boundaries but if the NP was successful it would not rule out gathering data from across county boundaries at a later date. A neighbourhood plan has a finite life of 10 years and as such there is no reason that other parishes cannot be included when the NP is renewed.

## **NP Website**

Website needs to be maintained

Could be linked to the community Website?

What documents needs to go on the site?

Need to liaise with Bryan Lyttle from WBC and take advice from Cllr. Wingfield (Stratfield Mortimer).

## **Process & Professional Consultants**

Working Party need to identify what actions can be achieved by Steering Group and what is best done by outside agencies or consultants. Discussion over use of professional consultants, what key documents, skills and evidence needs to be highlighted and what do we specifically need from a consultant. Can WBC recommend a consultant? Using outside consultants will still mean an increase in workload for the office, which needs to be considered.

It was felt that a high level scoping meeting with WBC would help define the boundaries for a consultant. An outside consultant may distance the project from the steering group. Discussion on Knowledge Transfer.

It was noted that the Jockey Club Estate is currently commissioning an Economic Assessment Report for Lambourn, (to Protect and Preserve the Heritage of Racing in Lambourn) highlighting the impact of the Racing Industry on the area. The consultation for this report includes input from Heads of Departments for Planning, Economic Development and Highways at WBC. This will feed into Neighbourhood Plan.

It was felt that the group must talk to Cllr. Wingfield (Stratfield Motimer) and Brian Lyttle (WBC) to ensure they have a full understanding of NP before going public.

## **Extraordinary Full Council Meeting 2018 – Neighbourhood Plan**

A special meeting of the council is needed to present the aims and objective and impact of a NP to councillors. Brian Lyttle (WBC), Cllr. Wingfield (Stratfield Mortimer) and Graham Jones (WBC) to be invited. 21<sup>st</sup> Feb settled on as the best date for this. If one of the invited guest can't attend then a working group member should aim to meet beforehand and present a report at the meeting.

## **Following the meeting**

There should be a plan for stakeholder approval, a parallel strategy to engage with Key stakeholders (listed in document circulated prior to meeting).

It is recognised that consultation with the professional groups may use different methods of information gathering such as questionnaires. A stakeholder forum has real merit but the group should be prepared to meet and talk to members individually.

## **Intent to Proceed with NP**

Prior to informing WBC of official Intent to Proceed with a Neighbourhood Plan

We need a

- A refined project scope
- An overview and understanding of what we need from consultants & experts
- Funding/grants overview
- Results from the Public meeting

### **Project Management/ Documentation**

Steps of the project need to be logged in the process as evidence – dates, meetings, outcomes, minutes and budget reports. The minutes for meetings could be logged formally at Full Council Meetings. Managing the project and any consultants is key to ensure knowledge transfer.

It was agreed that time spent on meetings and preparation should be noted and logged against Neighbourhood Plan (including hours spent on administration).

### **Training**

Neighbourhood Plan Training is available for Councils to access. Discussion over whether one or two members could attend and 'cascade' training down to members.

### **How might a NP aid Lambourn?**

How is a successful Neighbourhood Plan enforced? Appleton Thorn has a development proposed which will challenge the NP? How strong is it? The weight of a NP should be assessed and taken note of. Would it be worth reviewing past planning application which LPC have objected to but these objections were overruled by WBC?

### **Immediate Next Steps/Actions Arising**

Mike & Will to present to Full Council on February 7<sup>th</sup>.

Sue to progress the 21<sup>st</sup> Feb as an Extraordinary Meeting

Mike to look at funding available

Working party to prepare for the proposed extraordinary meeting via email

Working group members to email suggestions for Stakeholders and preparation for public meeting, also to look at examples of other people's Neighbourhood Plans.

Question: where Lambourn sits in terms of District settlement Hierarchy?

### **Meeting Closed 9.07pm**

Notes taken by Ann McMath

29/01/18