

## **Tysoe Neighbourhood Plan Group – examples of meeting agendas and minutes**

(Minutes of all meetings can be found via links in the Timeline in Appendix 2)

### **Tysoe Neighbourhood Plan Group**

**Meeting Thursday 29<sup>th</sup> November, 2018 at 7.15pm – Village Hall**

#### **AGENDA**

1. Chairman's welcome
2. Apologies
3. Conflicts of interest
4. Minutes of the meeting on 27<sup>th</sup> September, 2018
5. Matters arising
6. Update on Plan progress
7. Discussion of BUABS
8. Affordable housing
9. Strategic Gap
10. Reserve sites
11. Community Orchard designation as Local Green Space
12. Disposition of Methodist Church
13. Response document delivery
14. Public participation
15. AOB

**TYSOE NEIGHBOURHOOD PLAN GROUP**

**Meeting 28<sup>th</sup> February, 2019 at 7.15 pm Village Hall**

**AGENDA**

1. Chairman's welcome
2. Apologies
3. Conflicts of interest
4. Minutes from the meeting of 29<sup>th</sup> January, 2019
5. Matters arising
6. Progress Submission Plan and Consultation Statement
7. Affordable housing
8. Strategic Environmental Assessment
9. Timetable to submission of Plan to SDC
10. Public participation
11. Any other business
12. Next meeting – 26<sup>th</sup> March, 2019

## **TYSOE NEIGHBOURHOOD PLAN STEERING COMMITTEE**

**Details included on the Parish website: [Tysoe.org.uk](http://Tysoe.org.uk)**

Secretary Isobel Watson, email [nutmeg51@btinternet.com](mailto:nutmeg51@btinternet.com)  
Chairman David Roache, email [djroache@buzzinternet.co.uk](mailto:djroache@buzzinternet.co.uk)

**Village Hall 7.15pm Thursday 26<sup>th</sup> June 2018**

**Present:** David Roache, Alison Mallalieu, Isobel Watson, John Hunter, Wayne Cressman, Members of public: 6

1. The Chairman welcomed members of the public to the meeting
2. Apologies – no apologies received
3. Declaration of interests by Steering Committee members - none
4. Minutes of last meeting: Approved
5. Matters Arising : matters arising have been dealt with

### 6. Update on draft pre-submission Plan

The Draft Plan has been amended to reflect what was said at the extra-ordinary Parish Council Meeting and to include feedback from Neil Pearce and from the District Council. This new Draft will be circulated to the Parish Council on Thursday morning, which will be the last chance for the Parish Council to amend. The Plan which has been produced by the designer is working in parallel with the same amendments. John Hunter will check that all page numbers correlate.

Wayne Cressman wanted to add in a piece pointing out that inclusion of Lower Tysoe in the Local Service Village will mean that new dwellings built in Lower Tysoe over the Plan period will be added to the numbers built in the other two parts of the settlement. DR was against this, since there is no target of housing numbers to achieve, but others felt there was no harm in adding in the point, so this will be included. Wayne also wanted to omit the point that Lower Tysoe was roughly the same distance from Middle Tysoe as Upper Tysoe, since this could be challenged, but other members pointed out that Malcom Littlewood among others had timed the walking distance from different points and it was felt to be a fair point so this will be left in. Wayne C also want to leave out the mention of the 2014 Questionnaire, but reference to this was felt to be fair by others.

DR will send a copy including Wayne's last amendment to councillors on Thursday a.m. and it will be considered at Parish Council meeting on Monday. Assuming it is accepted, which it should be, it will be sent for copying at Old Fire Station.

7. Publicity. IW is dealing with banners. AM said that these should include end date of consultation. All publicity is in hand: advert in Herald is being held by them for go-ahead.

#### 8. Distribution

To be dealt with by JRF who will have returned from holiday. Members of committee may be asked to help. IW to book village hall for Saturday July 7<sup>th</sup> to prepare material for delivery. Committee members to pitch in.

#### 9. Arrangements for village meetings

Methodist Church Hall is booked and display boards have been ordered. They can be stored between meetings.

#### 10. Collating feedback during consultation period

Neil Pearce says that feedback must be emailed to parish clerk. Kerry can forward these to member of committee. Hard copies of comments will go to Jane Millward's address. Jane will bundle up feedback and Wayne collate as we go along.

The Parish Council Surgery can be a point at which villagers can be helped to access the evidence behind the plan, if they have difficulty with accessing internet information.

#### 11. Letters to interested parties

These are in hand (Wayne C) and are as before.

#### 12. File of evidence (on-line)

Wayne is dealing with this.

#### 13. Next meeting will be 27<sup>th</sup> September after consultation finished.

#### 14. Questions from members of public

It was asked whether a maximum housing density had been mentioned in the Plan. An appropriate density has been given for each site. Parish Council has no control over densities but if developers put forward a different density they would have to justify it.

It was asked whether the Draft Plan was in plain English. The committee felt that it was – feedback has been good.

**The meeting ended at 8pm.**

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### **Meeting - Village Hall 7.15pm Tuesday 18<sup>th</sup> December 2018**

#### **Minutes**

**Present:** David Roache, Alison Mallalieu, Jeremy Rivers Fletcher, Isobel Watson, Cllr Malcolm Little-wood. Members of public: 6

1. The Chairman welcomed members of the public to the meeting
2. Apologies – John Tongue, John Hunter
3. Declaration of interests by Steering Committee members - none
4. Minutes of last meeting: D.R. pointed out that reference to the 'Presubmission Plan' was incorrect and should be altered to 'Draft Submission Plan'
6. Update on Draft Submission Plan  
Redrafting is nearly complete apart from
  - an affordable housing scheme. In this regard, a meeting with the owner of Site 3 has had to be postponed to 22<sup>nd</sup> January, 2019.
  - Relatively small changes to maps – the Plan's Built Up Area Boundary is to be aligned to the District Councils Boundary in Middle Tysoe. Site numbers are to be printed in black so they are more visible.
  - Methodist Church is to be listed as a community asset.

Draft to be sent to designer who may hold off from making changes until all changes are submitted. Parish Council must see Draft Submission Plan before their meeting on 4<sup>th</sup> February 2019. There are two other documents to accompany the Draft Submission Plan. The Statement of Basic Conditions will be written by consultant Neil Pierce after he sees the final Draft of the Plan.

#### **7. Affordable Housing**

Some affordables could be provided by Site 3. The current Plan doesn't deliver enough affordables. D.R. is to look at the District Council's updated Housing List to ensure our figures are up to date.

#### **8. Built up Area Boundary**

Middle and Upper Tysoe's Boundary has only slight differences from the District Council's apart from Site 3 which extends the building line.

One resident in Lower Tysoe questioned the boundary near their property in the Consultation Feed-back and it was re-examined, but it will remain as in the Consultation Draft.

#### 9. Consultation Statement

This needs to be ready at the same time as the Draft Submission Plan. D.R. will send electronic ver-sion of Volume 2 of previous Draft to I.W. and J.H. This contains very useful material for the Consul-tation Statement.

Questions from Members of the Public

**Q. Can the Feedback Spread Sheet be made available to residents as hard copy? Some people will find the link difficult to follow.**

**A.** A large number of pages which would have to be printed off and very few people would be interested in reading them all. Residents could use Parish Council drop-in surgery in the tea-room on the first Tuesday of the month in order to access the Feedback if they have problems with the link.

I.W. to ensure the information to access the link is made prominent around the village with a phone number to call in case of difficulty.

**Q. Can we have more details about the resident who questioned the Built up Area Boundary? How about other residents who are unhappy with the BuAB around their property?**

**A.** One resident felt that the BUAB didn't follow any particular physical feature in the area adjacent to their property. The committee re-examined the boundary in that area, but it was clear that it did follow a stream and a fence. There is no intention of further discussions unless people feel the BuAB is following the wrong course.

The District Council believed that the boundary was following different principles in Lower Tysoe than in Middle and Upper. In reality, the BuAB is going round large gardens in Lower Tysoe. It is easier to follow the curtilage and draw the BuAB tight in Middle and Upper Tysoe than in Lower Tysoe.

The differing course of the BuAB in different parts of the village has now been explained and justifi-ed in the Plan.

**Q. A M.O.P. was unhappy with the boundary in relation to their property and wanted it reconsid-ered.**

**A.** The committee will look at this further case to ensure the correct principals are being followed.

A.O.B. D.R. asked IW to follow up bookings of village hall for 2019 meetings.

**Next meeting**

Tuesday January 29<sup>th</sup> in the Village Hall at 7.15pm subject to confirmation.

**The meeting ended at 8.25pm.**