



**MILBORNE ST ANDREW NEIGHBOURHOOD PLAN REVIEW**  
**WORKING PARTY MINUTES**  
**Wednesday 8<sup>th</sup> April 2021**  
**ZOOM**

**No. 2**

1. Present: Richard Bower (Rich) RB, Sue Cherry SC, Natalie Dennis ND, Sue Gould SG, Richard Macnair RM, Steve O'Neill SO, and Jo Witherden JW. There were no apologies, all present and correct!
2. Declaration of Interest based on this Agenda. None
3. There were matters arising from last meeting.
  - a. Declaration of Interest forms are completed as needed (SG)
  - b. Paper copies of NP have been delivered to RB, SO and ND (RM)
  - c. Reporter Article was written and published. Thank you Steve (SO)
  - d. Review of NP, areas highlighted for discussion by RM and RB in below notes.
  - e. CAA forwarded to the team (JW)
4. Conservation Area Appraisal – next steps
  - a. Draft to be proof read by RM & SG
  - b. JW to liaise with DCC to ascertain further steps (arrangements for consultation)
  - c. Use Reporter to inform as to content
  - d. Possibly separately contacting those properties affected by changes to Conservation Area/Settlement Boundary.
  - e. PC to discuss agreement to CAA (before Consultation) RM
5. NP Review Scoping consultation – next steps
  - a. Questionnaire, aiming for about 12 closed questions, with one open comment area. Include Q regarding public transport for work and need for affordable housing in the future.
  - b. Refresh parking data (to enforce parallel parking in any new build), as this was an area perceived as weak by the NP examiner.
  - c. Strengthen statement of house type, as smaller properties are needed.
  - d. Could we clarify that any infill building had to be affordable homes?
  - e. Highlight changes in Surgery need, and Pre-school provision.
  - f. S106, a choice may be made between supporting the traffic calming plans or the new preschool. Clarification needed from preschool of current situation.
  - g. Affordable Homes – reference further in Questionnaire. JW to check on latest list of needs.
  - h. Review design guidance (with latest Govt guidelines)
6. Reporter Article content.
  - a. Decided against using the option for a double page spread this month.
  - b. Include CAA highlights.
  - c. Include timescale and access to questionnaire.
  - d. To be assembled collaboratively by RM (essence of questionnaire), JW (process and flow chart/conservation area), JW/RM (how to respond) SG (Assemble).
7. Project programme and grant funding.
  - a. Timescale – include link to Survey Monkey, pick up paper version (maybe from shop). Closing date end of May.

- b. Grant funding – to investigate and apply in good time. JW and ND to liaise.
- 8. Any other business - Planning consents, updates: Huntley Down, no action on site at present. Fox View lower, no action on site at present. Fox View upper, no action on site at present. Camelco, waiting decision from DCC
- 9. Actions –
  - a. Proof read CAA for content plus grammar etc. RM & SG
  - b. Contact DC regarding needs of CAA JW
  - c. Reporter Article, content from JW and RM. SG to assemble. JW, RM & SG
  - d. Chair of PC, RM to forward discussion of CAA with fellow councillors. RM
  - e. Copy March Article to facebook page SG
  - f. Assemble draft questionnaire RM
  - g. Contact preschool for clarification, pass to SG RM
  - h. Grant funding process JW and ND
  - i. Ensure March minutes on PC website JW
  - j. Affordable housing list JW
  - k. Communicate with existing ongoing developers to request update RB
- 10. Provisional dates of next Zoom meetings: Monday 10<sup>th</sup> May 7.30pm (apols from RB)  
 Tuesday 15<sup>th</sup> June 7.30pm

Meeting closed around 8.50pm (ish)