

Neighbourhood Plan Meeting 8.12.16

Attendees Siobhan Vincent
Julie McGrory
Roger Vass
Jeff Offer
Helen Flack
Jane Blumsom

Apologies Peter Offer
Peter Mileham
Angela Mileham
Ann Webb
Mick Hill

Minutes

Previous Actions

Prior to the meeting participants were asked to -

- Read the Parish Plan / Housing Needs Survey / Green Infrastructure Plan - all available on Silsoe Parish Council website -
<http://silsoe.bedsparishes.gov.uk/parish-plan/>
http://silsoe.bedsparishes.gov.uk/files/view/BRCC_Housing_Needs_Survey_May_2016.pdf
<http://silsoe.bedsparishes.gov.uk/green-infrastructure-plan/>
- Have a look at someone else's Neighbourhood Plan, for example -
<http://tattenhallpc.co.uk/wp-content/uploads/2013/07/Tattenhall-Neighbourhood-Plan.pdf>

Agenda

- **Vision and Constitution**
- **Project Plan & Funding**
- **Other Points Arising**

Vision and Constitution

Register of Silsoe for a Neighbourhood Plan

SV explained that Silsoe would be confirmed as registered for a NP once the website had been updated with a letter. She also agreed to send soft and hard copies of the registered area that could be used in any created documents.

Tammy Medley to check whether SPC has a licence to use the OS maps.

It was agreed by Participants to follow the CBC Local Plan themes of –
<http://www.centralbedfordshire.gov.uk/planning/policy/local-plan/overview.aspx>

***Local character** – how do we look after what you value about where you live? We need to balance development with protecting our villages, market towns and beautiful countryside. We want to use local character to inform development to ensure that we achieve the best we can.*

***Environment** – How do we balance the need for growth with protecting our environment? By having quality developments that are sensitive to the environment, to climate change and to ensure growth is dealt with responsibly for the next generation.*

***Transport** – How do we plan for growth that has good connections, not only to jobs and facilities, but also to recreation services and the countryside? We need to look at improving our existing transport networks and make the most of opportunities.*

***Jobs and business** - How do we support the economy of your community and proposed growth in your area? We need to invest and attract business. Regenerating areas can help to attract new investment to improve job prospects.*

***Growth and infrastructure** – Where can this growth go and how do we get the best opportunities for you and your community? We need to consider not only the locations for growth, but also what other facilities, services and infrastructure these areas will need for the next generation.*

***Homes** – What type of housing does your community need? Looking at the local population, from young to old, we need to ensure that the area can accommodate changes in lifestyle, affluence or choice. Quality homes for all, for now and tomorrow.*

Vision

Participants also agreed to have a vision for this sub-committee of –

“Our aim is to deliver a Neighbourhood Plan for Silsoe that reflects the CBC Local Plan yet also takes into account the character of the village and the views of residents. We aim to promote and improve the social, economic and environmental well-being of Silsoe through this process.

With the permission of Silsoe Parish Council, we will apply for funding to help us create a robust plan that will support Silsoe through to 2035, with regular reviews every 5 years”

Roles

Participants will need to formally agree roles in the next meeting –

- Chair – responsible for over-seeing the committee
- Secretary – responsible for Minutes and logging every piece of public consultation with photos and written evidence in a table – screen shots etc
- Treasurer – to gather quotes and help organise funding with CBC and SPC- to be tracked on Project Plan

Constitution

All Neighbourhood Planning Committees need a written constitution – we suggest –

Name – Silsoe Neighbourhood Plan Steering Committee

Purpose - “Our aim is to deliver a Neighbourhood Plan for Silsoe that reflects the CBC Local Plan yet also takes into account the character of the village and the views of residents. We aim to promote and improve the social, economic and environmental well-being of Silsoe through this process.

With the permission of Silsoe Parish Council, we will apply for funding to help us create a robust plan that will support Silsoe through to 2035, with regular reviews every 5 years”

Sub-groups will align with CBC’s Local Plan and will include – Local Character / Environment / Transport / Jobs and Business / Growth & Infrastructure / Homes and will have a Chair, Secretary and volunteers.

Working Arrangements – meetings will be held every 4 weeks for the Steering Committee and ad hoc for the sub-groups. Decisions will be made in both the Steering Committee and sub-groups by –

- Submitting an action
- Discussion
- Agreement by majority vote

Financial Arrangements – requests are made to the Treasurer for the steering committee with reasonable grounds, and voted on by the Steering Committee. When agreed, this will be presented as an update to SPC. Wherever possible – the SNPSC will aim to keep within the £9k available funding from CBC (only until 2018!) – if it goes beyond this, then the case will be presented to SPC for SPC to vote.

Conflicts of interest – all participants are asked to declare any conflicts of interest at the start of each meeting. Other participants have the right to challenge and ask them to leave whilst discussions and voting takes place when necessary.

New members – members can join at any point in the process, as long as they can show that they are resident in Silsoe or demonstrate a vested interest, for example have a business based in Silsoe

Duration of the Committee – this will last 5 years maximum however it will be based on what time volunteers can offer – ideally we would look for commitment to get the NP produced – minimum 12 months

Project Plan & Funding

The project Plan must demonstrate the following –

- A timeline
- Meetings scheduled and outputs agreed
- Public consultations – surveys, meetings/ forums and/ or exhibitions that are open to the public (not all meetings need to open)
- Community Engagement activities– for example with local groups and businesses, for example with Busy Tots, a local Brownie group doing their Map Reading badge, liaison with English Heritage
- Funding – minimum grant of £1k and maximum of £9k has to be spent within 6 months of receipt – this needs to be tracked on the Project Plan, for example, the Green Infrastructure Plan overhaul by BRCC would cost £2.5k and would include projects that would count as Community Engagement and Public Consultations, as well as updating of maps and data of our specific area

Other Points Arising

Current available information and resources for Silsoe that can be used moving forward includes –

- Traffic Surveys from Speedwatch
- Green Infrastructure Plan – to be updated

- Housing Needs Survey – valid until May 2021
- Display boards for public events can be acquired
- Large map of Silsoe can be provided by SV from the Local Plan events
- Visitor numbers for EH

Other resources we can get from the community can include –

- High quality photos of local landmarks to put in the copy of our NP
- Examples of good design awards – Green Apple from West End Road, the Bloor “Model estate”

ACTIONS

- SV to confirm that Silsoe has been registered by SPC to create a Neighbourhood Plan
- SV to send soft copies of Silsoe registered area and deliver hard copy
- TM to check OS licence for SPC
- Committee to agree vision
- Committee to vote for and formally agree roles
- Committee to agree written constitution
- PM to agree comfort with creating Project Plan
- SV to check with Transport Team and CBC what information is already available regarding Silsoe – for example what are the traffic levels expected on CRoads – Silsoe has unprecedented levels of traffic because of WPE and Wrest Park – especially when there are events on
- SV to confirm price and content of what BRCC can offer for £2.5k overhaul of Green Infrastructure Plan
- JO to research further the Pollution areas eg around Waitrose and any impact Clophill roundabout – for example – has on pollution in Silsoe
- SV to check availability of Parish level statistics for Silsoe with Community Engagement Team

Next Meeting – 4th January 2017, 7.30pm at Silsoe Community Centre