

MINUTES OF SHEPTON MALLET NEIGHBOURHOOD PLAN STEERING GROUP MEETING

HELD ON 20th MAY 2019 at Shepton Mallet Library

Present: John Parham, Councillor, Somerset County Council (Chair)
Robin Horton, Resident
Simon Edwards, Resident
Tristan Faith, Shepton Mallet Town Councillor
Matthew Harrison, Shepton Mallet Town Councillor
Alan Marter, Resident
Hayley Cullen, Resident
Abbie Chivers, Resident
Alice Archer, Business representative (Secretary)

In Attendance: Liz Bourne & Becky Hopkinson, Neighbourhood Planning Facilitators

Apologies: None

Introductions were made and John Parham was appointed Chair of the Committee. John welcomed new members Hayley, Abbie, Matthew and Tristan. For the benefit of new members the background to the forming of this Committee and developments so far were explained.

Liz and Becky explained that the Committee were approx. 50% of the way through the planning development process. They explained the first draft policies to the Committee, previously circulated and outlined the tasks that needed to be undertaken by the Committee for Liz and Becky to proceed. They suggested that working groups be set up to do research for each task and these would then be submitted to the Committee for consideration and ratification. It was agreed that in order to keep the project on track the Committee would benefit from organisational structure and Alice Archer was appointed as Secretary.

Hayley asked if a large map of the area the plan related to could be produced for the meeting to assist new members.

Action: *John Parham to procure a large map showing the boundary to bring to the meetings*

Tasks to be completed:

Policy 1 Retain buildings or structure of character:) Covered by Mendip District
Policy 2 Quality of Design) Council's policies.
Policy 4 High Quality Design within Developments)

Policy 3 – Small Scale Dwellings - This falls under Objective 3: To provide affordable market homes and smaller houses/flats suited to those wishing to downsize, to secure their first home, or to move into or continue to be able to live in the Parish due to local connections.

It was agreed that the Committee would benefit from the expertise of local estate agents. They would be able to inform the Committee with pertinent and relevant information about the types of homes people were enquiring about both rental and for sale and the budgets of local applicants for their services. This information would be key to ensuring the Committee's recommendations were relevant to local people and would provide back up to the plan. Liz offered to provide a list of questions that could be circulated to local estate agents.

In addition the Committee felt it important to ensure that a good percentage of affordable homes be built within private developments. It was recognised that, within the planning process, this figure seemed to be ignored or disappeared, so the Committee agreed to be very specific about this in order to ensure local people could access affordable housing. This would be embedded within this policy.

Action: Liz Bourne to provide Secretary with questionnaire for local estate agents

Policy 6 Previously Developed Land and Buildings - This falls under Objective 7, To utilise brownfield sites within the settlement boundary for re-development. As part of this policy the working group could start identifying brownfield sites that you would like to see brought forward

Policy 7 Designated off-street parking – this falls under Objective 8, To provide appropriate levels of parking within new developments to ensure on road parking is minimised.

Potential Policies(as set out in the draft plan) relating to the Neighbourhood Plan for Housing and the Built Environment Policy were discussed and these will form part of the remit for the working groups to consider as part of their individual projects which will feed back into the main Committee. The experience of the Tadley Estate residents relating to parking with each phase of building could be utilised as evidence within the plan and this would form part of the remit for the working group.

Policy 8 Conservation Areas and Historic Environment – this falls under Objective 9 To enable development that as far as possible does not harm Conservation Areas and other designated heritage assets.

Policy 9 – Protection of Distinctive Views (shown on Proposals Map Development should not harm the Neighbourhood Area's most distinct views) – this falls under Objective 10, To preserve the valued views of Shepton Mallet.

It was agreed that the working group take photo's of views that should be preserved as part of their remit.

Policy 13 Protection of Local Green Spaces – this falls under Objective 17 Existing parks, play areas, playing fields and open spaces should be retained and additional open space areas provided.

These should be identified and, where new builds are considered and a specific area has not been previously identified within it, a % of local green space should be set out as a minimum as part of the remit for this working group.

Policy 10 Sufficient Provision of Vehicular Access – this falls under Objective 11 and Objective 12 To improve local transport links and public right of way routes within the Parish and to adjacent parishes, including green lanes to provide for safer travel and healthier lifestyles.

It was agreed that the remit of the working group would be to write a policy for both of these.

Policy 11 Footpaths, cycleways and green lanes

Committee members were concerned about the safety of pedestrians and cyclists on some of the current road and agreed the working group would write a policy to address this.

Objective 13 To improve the traffic management within the Town Centre

This policy would be quite specific and would need to tie into the bid for High Street Regeneration funding. Alice attends that meeting and will keep members informed. It was agreed that Alice would send a questionnaire to members of this committee and other prominent businesses to get their input to this plan from a business perspective.

Objective 14 Provide for and enhance existing facilities and support initiatives to attract visitors and tourists to the town, in particular the built heritage of the Town Again.

Policy 12 Planning applications that sustain the existing employment areas at xxxxxxxx will be supported – this falls under Objective 15 Existing employment land should be retained, and new employment opportunities encouraged within the town to support the growing population where it can be demonstrated that any potentially adverse environmental impacts (especially, landscape, visual or transport impacts) will be acceptably mitigated.

Alice would collect information from local businesses, once this has been received it will be tabled for discussion and a working group to be appointed to write this policy.

Shepton Mallet Prison does not fall under the remit of this Committee. It was hoped that the developers may become involved at the consultation stage, however, it was recognised that this Committee needed to produce a plan for public consultation before developers would take any notice and it was hoped that focussed efforts, combined with the input of new members would achieve this.

The following Working group's were set up with the above in mind, they would draw up a draft policy for submission to the Committee :

Traffic	Richard, Alice, John and Hayley	Policies 7, 10, 11 & Objective 13
Housing	Richard, Simon	Policy 3
Design	John, Robin and Alan	Policy 8 and Objective 14
Environment		Policies 9, 13
Business	To be arranged	

Action: *Alice to set up a timetable framework for the above work, this would be populated at the next meeting.*

The Committee agreed to look at Health Services and factor that into their policies, whilst it was recognised there were funding issues, it was an opportunity to reaffirm the importance to the local community of the minor injuries department in Shepton Mallet. With the planned additional residential housing planned for the area, it was vital to ensure health services and schools adequately supported the additional residents who would be coming into the area.

It was agreed that the Committee would benefit from specialist advice to write an effective transport policy. Liz and Becky had recommended Richard Hudson from HTP Consulting.

Action: *Alice to contact Richard to establish his rates and the assistance he could provide to the Committee.*

Once the Working Groups had submitted the draft policies and these were collated and agreed by the Committee, they would be forwarded to Liz and Becky they would update their draft and would circulate this to all members. They would then attend the following meeting to go over the draft with the Committee. It was agreed it would not be productive for them to attend meetings until the Committee had more to offer.

Date of next meeting

20th June 2019 at 7pm.