

THRILOW AND HEATHFIELD PARISH COUNCIL

Minutes of an Extraordinary Parish Council Meeting held on 31st August 2023 in Thriplow Village Hall Committee Room at 7.30 pm

Present:

Councillors: Jane Gough, David Schneider, David Easthope, Rowan Pashley,

Clerk: Martyn Corbet

RFO: Austin Flynn

Also present representing the Neighbourhood Plan Group

Philippa MacGarry (Leader), Kit Jackson, Susannah McIntyre, Nigel Moore, William Vaughan

Member of the Public present – Geoff Axe

1. Apologies for Absence

Apologies for absence were received from Sonya Cooper, Carly Richman and Fergus Ramsey.

2. Consideration of the way forward to conclusion of the Neighbourhood Plan

Philippa MacGarry (PM) gave a power point explanation of graphs from Reg. 14 which showed how far the project has come to date. A copy of this presentation is attached to these minutes.

There is a requirement to provide evidence in the form of responses to the questions asked. She stressed the feedback received from South Cambridgeshire DC is also very important.

The maps need to go onto a Master Map. This work will take half to three-quarters of a day.

SCDC have stated that they consider not enough attention has been given to business interests.

There is a need to show that this has been done by way of evidence.

Specific Points were:

THPC 11 no interest is shown in the promotion of affordable housing schemes. PM made the point that the Neighbourhood Plan cannot provide for housing.

THPC12 it would appear that most respondents care most about the provision of parking

David Easthope made the point that many people run businesses from home hence there had been no specific feedback. He also stated that if affordable housing is owned by SCDC then tenants have the "Right to Buy". This undermines the purpose behind Affordable Housing.

a) Outline of the amount of work still required to complete the plan

PM presented details of the amount of work needed to complete the Neighbourhood Plan with reference to the 140823 Consultancy Proposal prepared by CambridgeshireACRE. A copy of this is attached to these minutes.

Rachel Hogger has been the main person dealing with this matter and has been of great help. She no longer feels able to give the degree of assistance formerly provided. It has been thrown back to the parish council to find a Plan Author and to make it affordable. Go ahead is required for a grant application in July. A consultant cannot be engaged until the grant has been received.

Meetings will need to be held between the parish council and the Neighbourhood Plan Group to deal with the amendments required. It is essential to keep to deadlines. The issues have to be agreed.

Also a Schedule of Changes must be dealt with. The Neighbourhood Plan needs to be amended to meet basic conditions for which a specialist planning consultant will be required.

b) Discussion about the process of completion

Please see note attached.

c) Application for further government funding

PM explained that the figures previously provided have had to be revised and that total amount required is now £4,030. The amount of the grant she expects us to obtain is £2,815.47.

It was confirmed that the budget includes provision for typing costs. David Easthope stated that the parish council cannot set a budget until January.

d) Discussion about any future funding from the parish council

David Easthope said that the responses indicate a real need to deal with parking. The proposal for the Grain Store needs to be viable. There may be a need to be more flexible.

Kit Jackson said it would be a shame if the completion of the Neighbourhood Plan were to become "bogged down".

Rowan Pashley thought that the demographic of respondees was predominantly over 50. In Ringstone it in the 40s. The responses were unrepresentative. He asked who pays for the required referendum. PM said she would check. Rowan Pashley said that the amount of money required could be open ended. It was agreed that the Neighbourhood Plan has to be completed. Dates for meetings between the parish council and the Neighbourhood Planning Group were agreed as follows:

18th September 2023; and
6th November 2023

David Easthope prosed that the parish council should pay the amount between the grant received and the final sum required to complete the Neighbourhood Plan. This was seconded by Rowan Pashley and agreed.

There being no further business, the chairman thanked everyone for attending and the meeting ended at 9.05 pm.

Signed Chairman

Dated

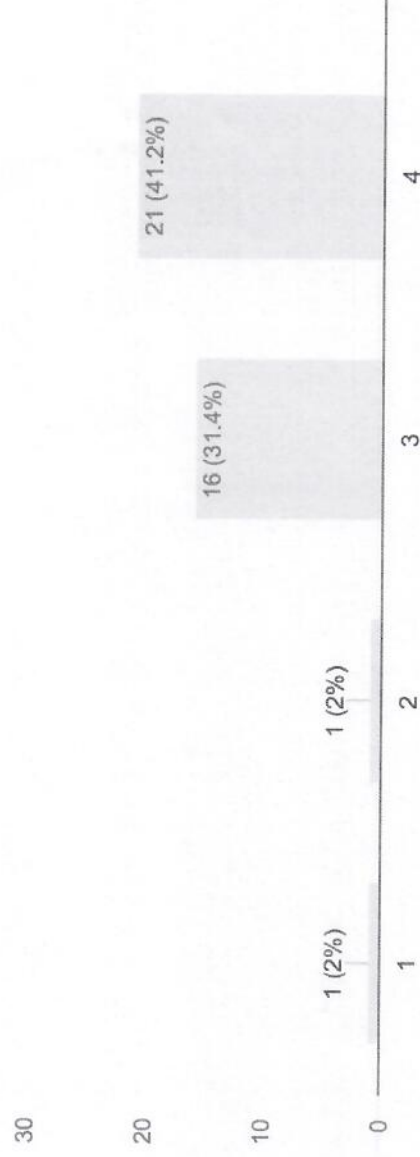
***Quantitative Public Consultation
responses to Neighbourhood Plan
policies 1-14***

Policy THP 1 – Improving the character and quality of Heathfield

All development schemes will be expected to achieve high quality design and a good standard of amenity for all existing and future occupants of land and building.

- Summary: 64.7% in favour, 31.4% neutral 4% opposed

Heathfield improvements as described in the Plan Policy number THP1 Page 52
51 responses



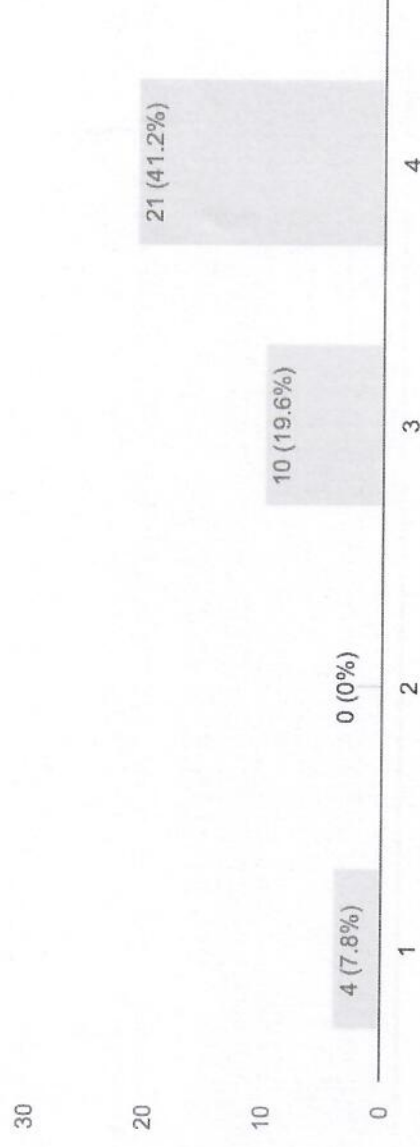
Policy THP 2 – Provision of additional amenities in Heathfield

Development proposals for a new community meeting space or community facility at the Heathfield community including a shop or small community meeting space strongly supported.

- Summary: 72.6% in favour, 19.6% neutral, 7.8% opposed

Heathfield additional amenities Policy number THP2 Page 55

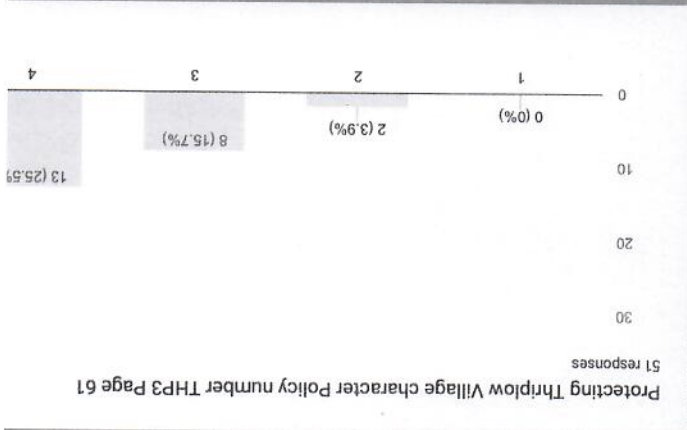
51 responses



Policy THP 3 – Protecting and enhancing village character in Thriplow

All development schemes will be expected to achieve high quality design and a standard of amenity for all existing and future occupants of land and building. To be supported, all development proposals in Thriplow village must contribute positively to the existing characteristics including the tapestry of rural spaces th between the Thriplow village built environment

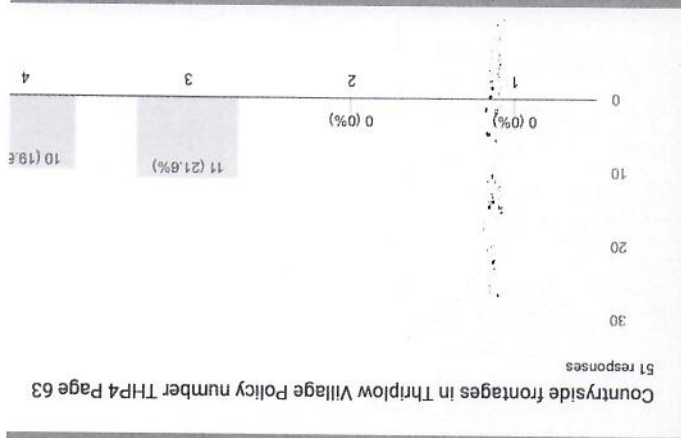
Summary: 80.4% in favour,
15.7% neutral, 3.9%
opposed



Policy THP 4 – Important Countryside Frontages in Thriplow village

Planning permission will be refused where a development proposal covers any of the following frontages: The "View"; "The Baulk"; "Narrow Lane"; "Sheralds Croft and Foremans Road"; "Churchyard" Important Countryside Frontage

Summary: 78.4 in favour, 21.6% neutral, 0% opposed



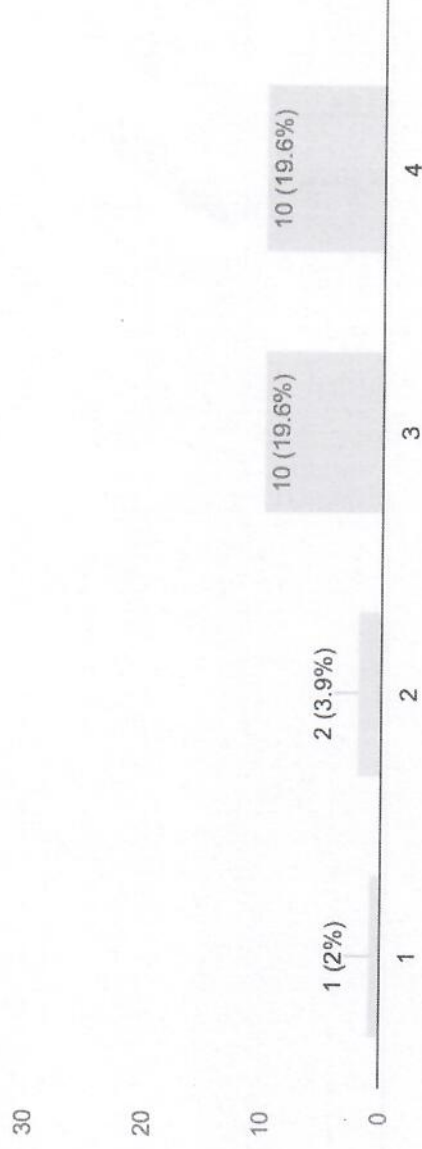
Policy THP 5: Locally valued views

New development proposals will not be supported if they adversely impact on the locally important views identified on Policy Maps 12, 13 and 14

- Summary: 74.5% in favour, 19.6% neutral, 5.9% opposed

Locally valued views Policy number THP5 Page 65

51 responses



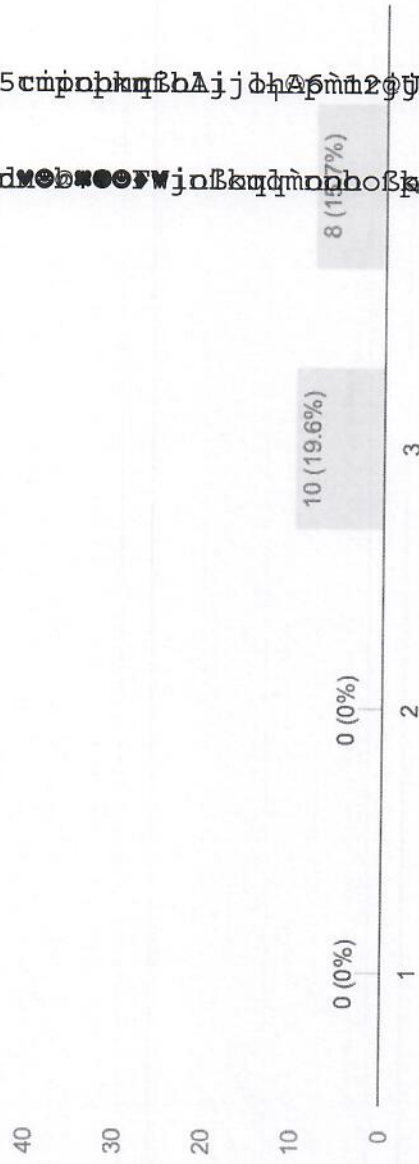
Policy THP 6 – Supporting the rural economy

Development proposals which support existing agricultural and other land-based rural businesses in the parish will be permitted subject to specifications.

- Summary: 80.4% in favour, 19.6% neutral, 0% opposed

Supporting the rural economy Policy number THP6 Page 69

51 responses



8 (15.7%)

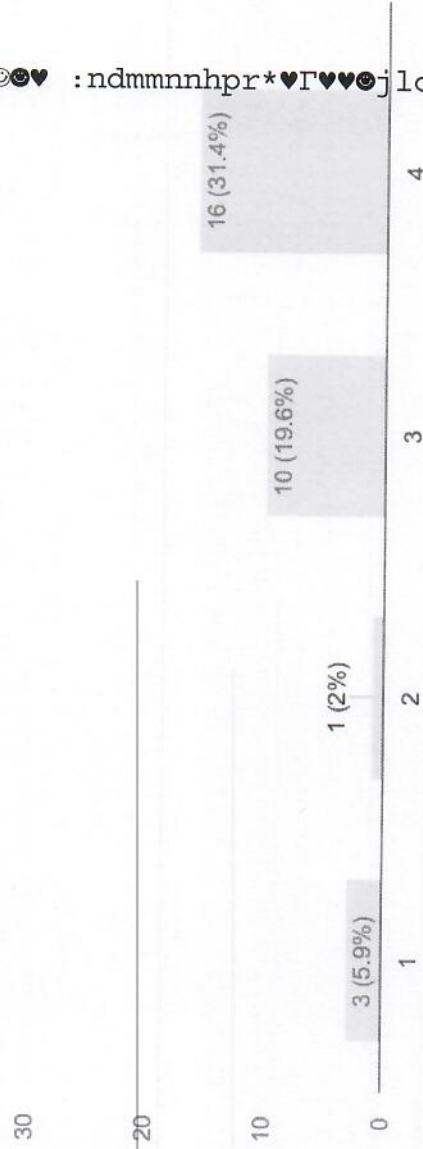
Policy THP 7 – Heathfield Local Green spaces

Development on the following Heathfield Local Green sites will not be acceptable other than in very special circumstances in line with national policy, or where it will enhance the function of the space: Heathfield recreation area; Kingsway play space; Whitehall Gardens American Area; Play space at Ringstone

- Summary: 62.8% in favour, 19.6% neutral, 7.9% opposed

Heathfield local green spaces Policy number THP7 Page 72

51 responses



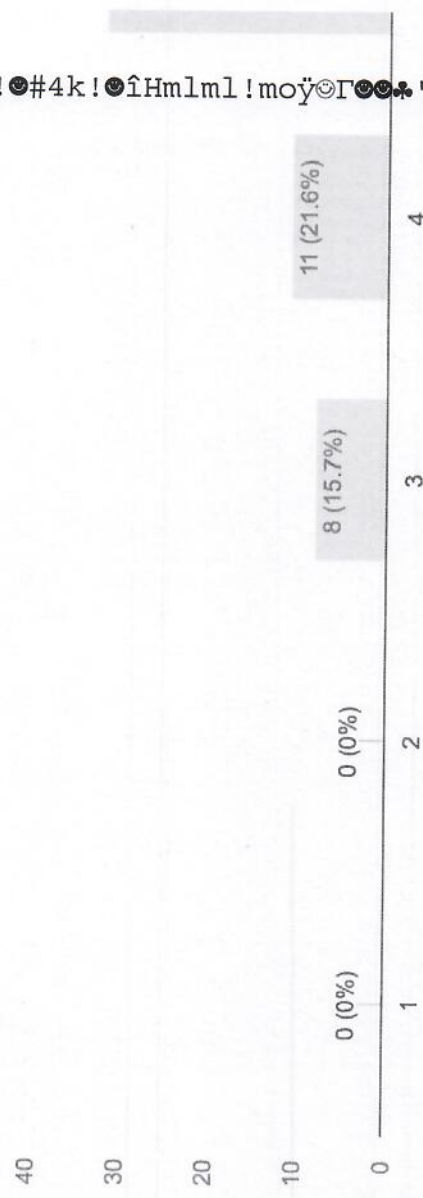
Policy THP 8 – Promoting nature recovery by protecting existing sites and features, increasing parish biodiversity and delivering biodiversity net gain

Development close to or involving a site or feature of biodiversity value, must take full account of that value.

- Summary: 84.3% in favour, 15.7% neutral, 0% opposed

Protecting biodiversity Policy number THP8 Page 80

51 responses



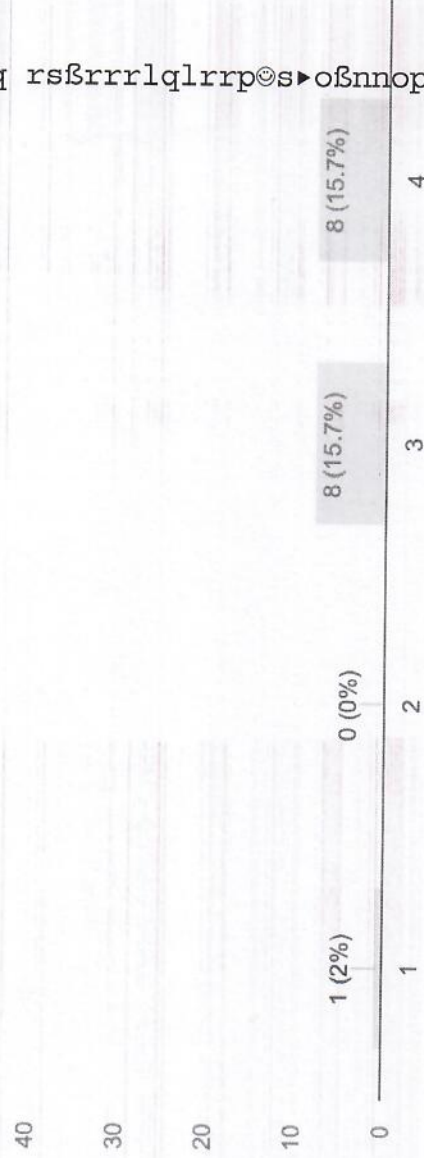
Policy THP 9 – Protecting and enhancing the parish tributary feeding the Hoffer Brook

To be supported, development proposals must demonstrate that neither the Hoffer Brook the parish waterways feeding into the Hoffer Brook will be harmed as a result of run-off the proposed development.

- Summary: 82.4% in favour, 15.7 neutral, 2% opposed

Protecting the Hoffer Brook Policy number THP9 Page 83

51 responses



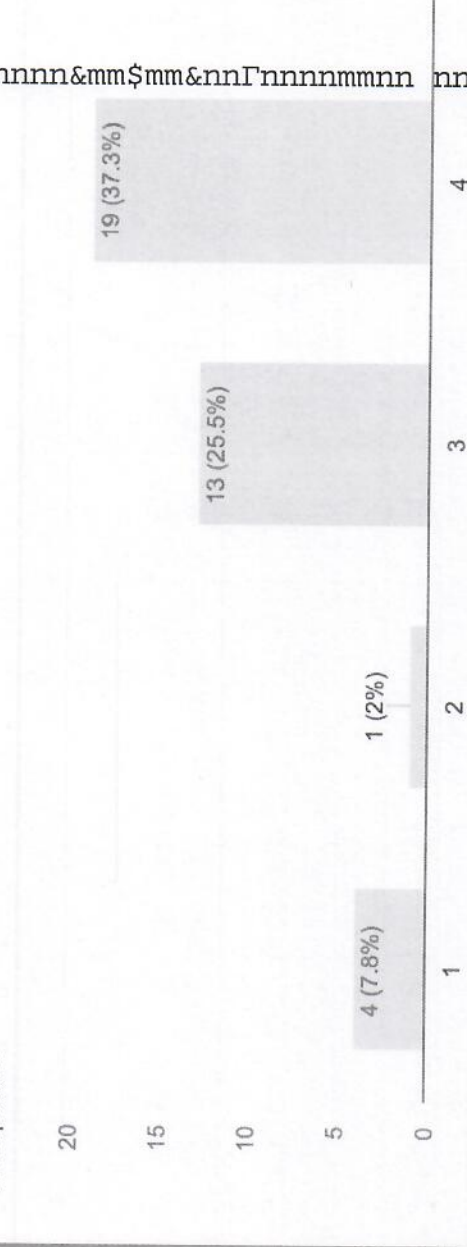
Policy THP 10 – Grain store site allocation

The site shown on Policy Map 20 is allocated for residential development for approximately 20 homes, with site-specific considerations and requirements regarding housing, vehicular access, landscaping, design and biodiversity

- Summary: 64.8% in favour, 25.5% neutral, 9.8% opposed

Grain Store site allocation Policy number THP10 Page 90

51 responses

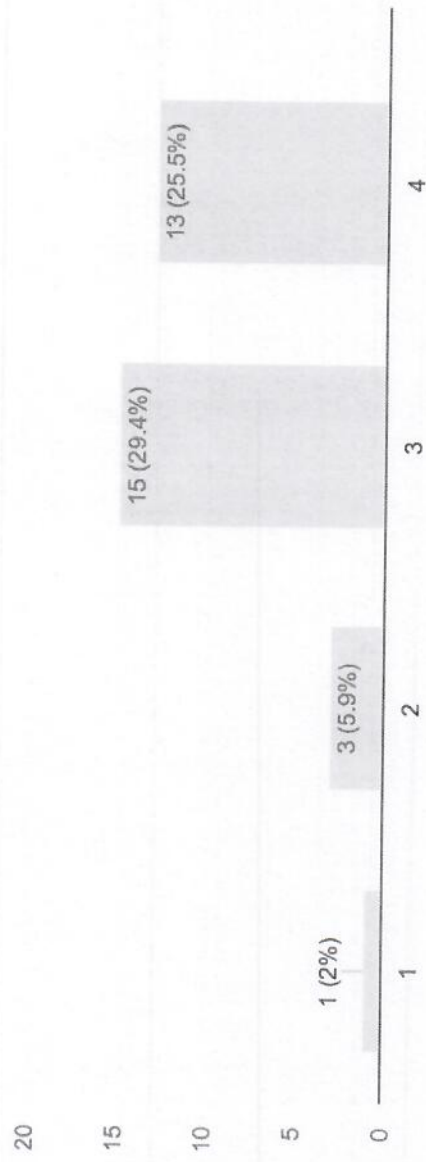


Policy THP 11 – Rural exception sites in Thriplow

Proposals for small scale affordable housing schemes on rural exception sites for people with a Thriplow parish connection on the edge of Thriplow village are supported if they meet a set of specifications.

- Summary: 62.8% in favour, 29.4% neutral, 7.9% opposed

Rural exception sites for affordable housing Policy number THP11 Page 95
51 responses



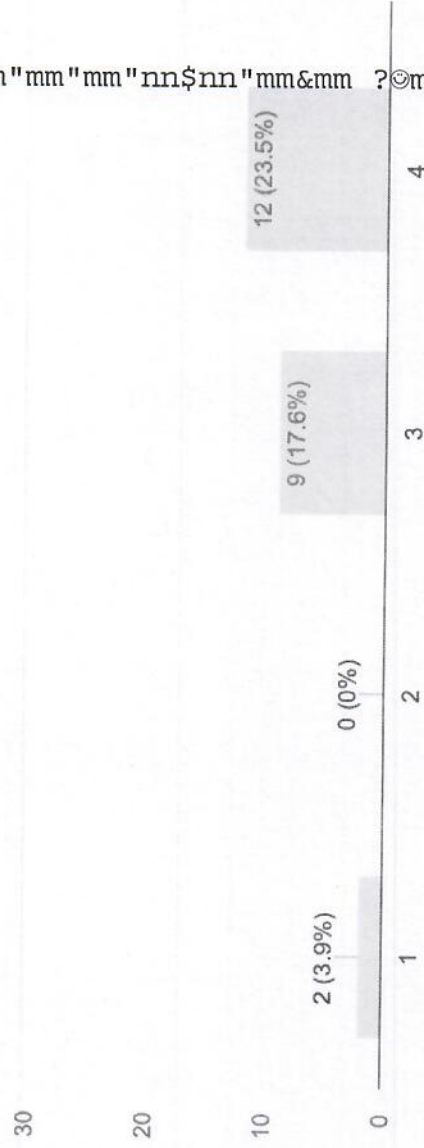
Policy THP 12 – Improving parking provision and improving road safety in Thriplow Heathfield

In order to maintain pedestrian safety on the village roads, all new development proposals will be expected to adopt a design-led approach to addressing the parking needs generated by the development.

- Summary: 78.4% in favour, 17.6% neutral, 3.9% opposed

Parking and road safety Policy number THP12 Page 101

51 responses



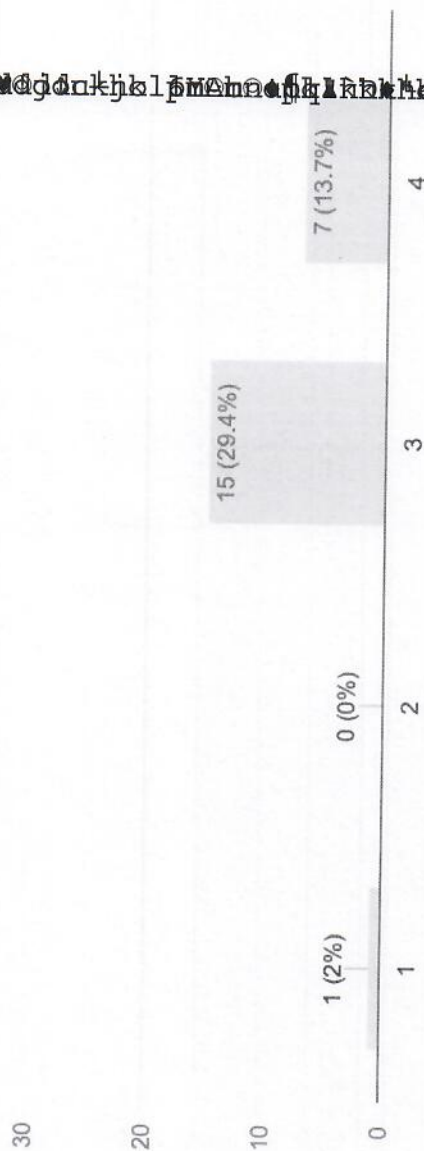
Policy THP 13 – Protecting and improving our rural routes for non-motorised users creating sustainable connections to neighbouring settlements.

All new development will be expected to protect existing rural routes available to non-motorised users in the parish.

- Summary: 68.6% in favour, 29.4% neutral, 2% opposed

Rural routes for non-motorised users Policy number THP13 Page 104

51 responses



PC MEETING 31.8.23

Consideration of the way forward to conclusion of the Neighbourhood Plan

Let's first consider graphs from Reg 14 which show how far we have come as a group: see powerpoint of graphs.

2.(a) Outline of the amount of work still required to complete the Plan

With reference to Cambridgeshire ACRE's 140823 Consultancy Proposal copied below,

Schedule 1: Outline workplan up to March 2024

Tasks		Task owner
Task 9: Analyse results from residents and stakeholders on the neighbourhood plan	<p>(i) collate all results into one database (NP group)</p> <p>(ii) organise so that results are set out in plan order</p> <p>(iii) analyse feedback and discuss actions. Regular meetings of NP group, some with consultant strongly advised.</p> <p>Note 1: It is advised a launch meeting is held Sept-23 with Parish Councillors and steering group members to present overview of consultation results and to arrange a series of meetings (circa 5) during September, November and December to discuss and address issues. To manage volunteer resources, individuals could prioritise attendance when their areas of specialism is due to be dealt with.</p> <p>Note 2: It is advised that a working meeting with Greater Cambridge Planning is scheduled in early December 2023, once principal issues have been dealt with</p>	NP group with input from consultant starting November and possibly at Sep inception/launch meeting.
Task 10: Prepare schedule of changes to the Reg 14 Plan	<p>(i) Prepare schedule of changes to the Reg 14 NP</p>	NP group plus consultant

Task numbers are a continuation of numbering set out in the previous support agreement

2 So that the NP group are able to take full ownership and control of the NP, it is advised the NP group allocate a principal plan author to whom the NP consultant can hand over all control over to.

Task (numbers below relate to numbers in table called outline work plan above)	Time allocated (days)	When
Task 8: Pre-submission consultation responses		
Provide a critical friend role in the review of consultation responses and advise on the required changes to the plan in light of pre-submission consultation and assist with making the changes. E.g. preparation of schedule of recommended changes to the plan. Consultant to liaise with Greater Cambridge Planning as appropriate including as part of meeting if required,	2.5	Sept/Nov/ Dec-23
Task 9: Prepare submission documents		
Assist NP group in preparing submission plan in line with the schedule of agreed changes. Note 3: It is assumed the lead authorship of the NP at this point will remain with the NP Steering Group. Advise the NP group on completing the Consultation Statement.	3	Jan-24

The proposed consultancy support work from Cambridgehire ACRE is costed as follows:

Schedule 2: Cambridgehire ACRE tasks and costs up to March 2024

Tasks	Task owner
!!) update NP maps as needed	Dec-23 Consultant and mapper
!!!!) Prepare submission plan	Jan/Feb-24 NP plan author? lead or NP Consultant
Task 11: Finalise NP submission draft and prepare/finalise other submission documents	
Consultation Statement: - NP group complete Consultation Statement - NP consultant review	Dec-23 Jan/Feb-24 NP group lead with NP consultant input
Basic Conditions Statement: - NP consultant prepares the basic conditions statement for NP group to review	Dec-23/Jan-24 Consultant lead with input from NP group
Supporting evidence base documents: - Ensure all documents ready for submission	Dec-23/Jan/Feb-24 All

Task (numbers below relate to numbers in table called outline work plan above)	Time allocated (days)	When
NP consultant prepares the Basic Conditions Statement. Ensure SEA report is updated to reflect the submission plan (likely to be undertaken by AECOM). Assist the NP group in getting evidence base documents ready for submission stage.	5.5	
Total		

Additional Costs:

In addition to the consultancy costs set out above, the NP Group will incur other direct costs including:

- Commissioning of updates to maps. Please budget 0.5 consultancy support for this day

b) Discussion about the process of completion;

We are carrying out Task 9 at present (see schedule 1 above), collating all comments from the Reg 14 consultation into plan order as one document, for discussion with the group through September and November, once consultation agreed, to analyse feedback and discuss actions with stakeholder group as to what needs to change in the draft plan.

Once we get grant through we will prepare schedule of changes to plan with consultant help and prepare for November/ December meeting with SDC on changes

c) Application for further government funding;

We need to agree amount of work still to be done in order for grant form to be completed

Steering Group Budget for coming year

Planning consultants:	5.5 days at £525	= £2887.50
Mapping amendments	0.75 days at £450	= £ 337.50
Plan authorship	6 days at £112.50	= £ 675.00
Total		= £3,900.00

d) Discussion about any further funding required from the parish council

We understand from Locality that a maximum of £18,000 is possible through the grants. So far we have received £15,184.53 over 4 years. So we only have maximum grant allowable as £2,815.47 left to apply for.

So there will be a deficit of: £3900

- £2815.47

£1084.53

Discussion to follow on how the PC approaches this deficit.