

## **WALTHAM ON THE WOLDS AND THORPE ARNOLD NEIGHBOURHOOD PLAN**

### **STEERING GROUP MEETING NOTES THURSDAY 10 DECEMBER 2015 WALTHAM VILLAGE HALL**

#### **Attendees**

James Beverley - MBC (JB)  
James Houghton (JHo)  
Malcolm Mills (MM)  
Steve Ware (SW)

Jayne Haynes (JHa)  
David Jefferson (DJ)  
Cllr Martin Lusty (ML)  
Colin Wilkinson (CW)

#### **Apologies**

Claudine Baxter (CB)  
Cllr David Lovegrove (DL)

David Hill (DH)  
Judith Maidment (JM)

#### **Absent**

Cllr Peter Holbrook (PH)

Alan Noble (AN)

#### **Copies to:**

SG members and Parish Council notice board and website.

#### **1. Minutes of the last meeting**

There were no changes or additions.

#### **2. Melton Draft Local Plan.**

The latest draft has now been published and specified a residual requirement of 67 dwellings in Waltham from 2011 through to 2036. This requirement was based on a total requirement of 100 dwellings less 15 completions and 18 outstanding approvals (a detailed breakdown of these will be circulated with these minutes). This was a significantly lower total figure than previously thought. JB advised caution with regards to using windfalls (small or single-dwelling developments) in our housing supply predictions because these are hard to evidence (JB has subsequently supplied an example NP in which windfalls were successfully used). We agreed that a total of 80 should be used to allow a safety margin.

For information, the Planning Committee has very recently rejected the application for 45 houses on Fair Farm off Melton Road.

No specific information for Thorpe Arnold was included in the draft Local Plan.

### **3. Communication**

The final wording was agreed for the leaflet to circulate all houses in the Parish, also that it should come from the Parish Council. The purpose is to communicate generally about the Neighbourhood Plan and ask residents how they wished to partake in future surveys i.e. on paper or on-line. We also agreed that we would distribute these ourselves. SW, JHa and MM volunteered to organise this process, including arrangement of collection points and boxes. The leaflet will go out in mid-January with a specified return date in mid-February.

**Actions: SW to finalise the leaflet, preferably in MS Publisher. ML to forward PC letterhead. MM to arrange leaflet printing. DL to advise on a collection point for Thorpe Arnold.**

### **4. Potential Development Land**

We noted that the new Melton Draft Local Plan included a new entry into the SHLAA at Manor Farm. MBC/192/15 has a potential for 192 additional dwellings. The SHLAA now contains a potential total of 294 dwellings for Waltham alone. It was proposed and agreed that we would consider all potential development sites and not restrict ourselves to those in the SHLAA.

**Action: MM to supply information on extra potential sites. DJ will include this information in his mapping exercise.**

### **5. Melton Borough Council**

James Beverley from MBC kindly attended the meeting and we found his input extremely helpful. MBC staff will support us in the following ways:

- Act as a critical friend to review policies, questionnaires, etc.
- Supply mapping information as required, including areas of potential development from the SHLAA.
- Advise on the OS mapping license for local councils (ML has subsequently applied for a PC license).
- Keep us up-to-date on progress of the Melton Local Plan.
- Advise on the Sustainability Assessment (SA) and Strategic Environmental Assessment (note that a planning consultant can assist in arguing against the need for these).
- Unfortunately, they cannot reveal land ownership but can direct us to the Land Registry.

We requested that JB attends all our Steering Group meetings

**Action: JB to check attendance at SG meetings with his line manager.**

### **6. Project Profile**

RS, JH, DH and ML had met to review the draft Parish Profile and agree further work. Some further work had been completed although an edit of the history section was outstanding. JHo tabled a quote from AECOM to provide more information on the capacity and constraints of utility providers (electricity, water and telecoms). It was agreed that we didn't need information on costs at this stage but needed to also cover drainage and all utilities in Thorpe Arnold.

More information in general is required on Thorpe Arnold to match that for Waltham.

**Actions: DH to complete the editing of the history section. JHo to provide quotes for the revised scope for investigation of utilities. DL and Gillian Lane to provide further information on Thorpe Arnold.**

## **7. Finances**

It was confirmed that £20,000 was available to fund the Neighbourhood Planning process and the majority of this sum was held by MBC for drawdown as required. It was confirmed that £3,400 had been passed to the PC and was untouched. Colin Wilkinson has yet to submit an invoice for his work to date.

An Expression of Interest has been submitted to Locality regarding further funding but an application will not be made until next financial year.

**Action: ML to chase Colin Wilkinson and Alan Noble regarding liability for work to date.**

## **8. Project Programme**

We reviewed an updated programme together with a detailed process for Step 2 (see Appendix A).

Although we were in general agreement with both the proposed process and programme, the end-date for this step of April 2016 is seen as very challenging. To accelerate the process, we agreed to that we are now in a position to start the initial drafting of the NP.

**Action: JB to review the length of time required for steps 3 to 7 and advise if reductions could be made.**

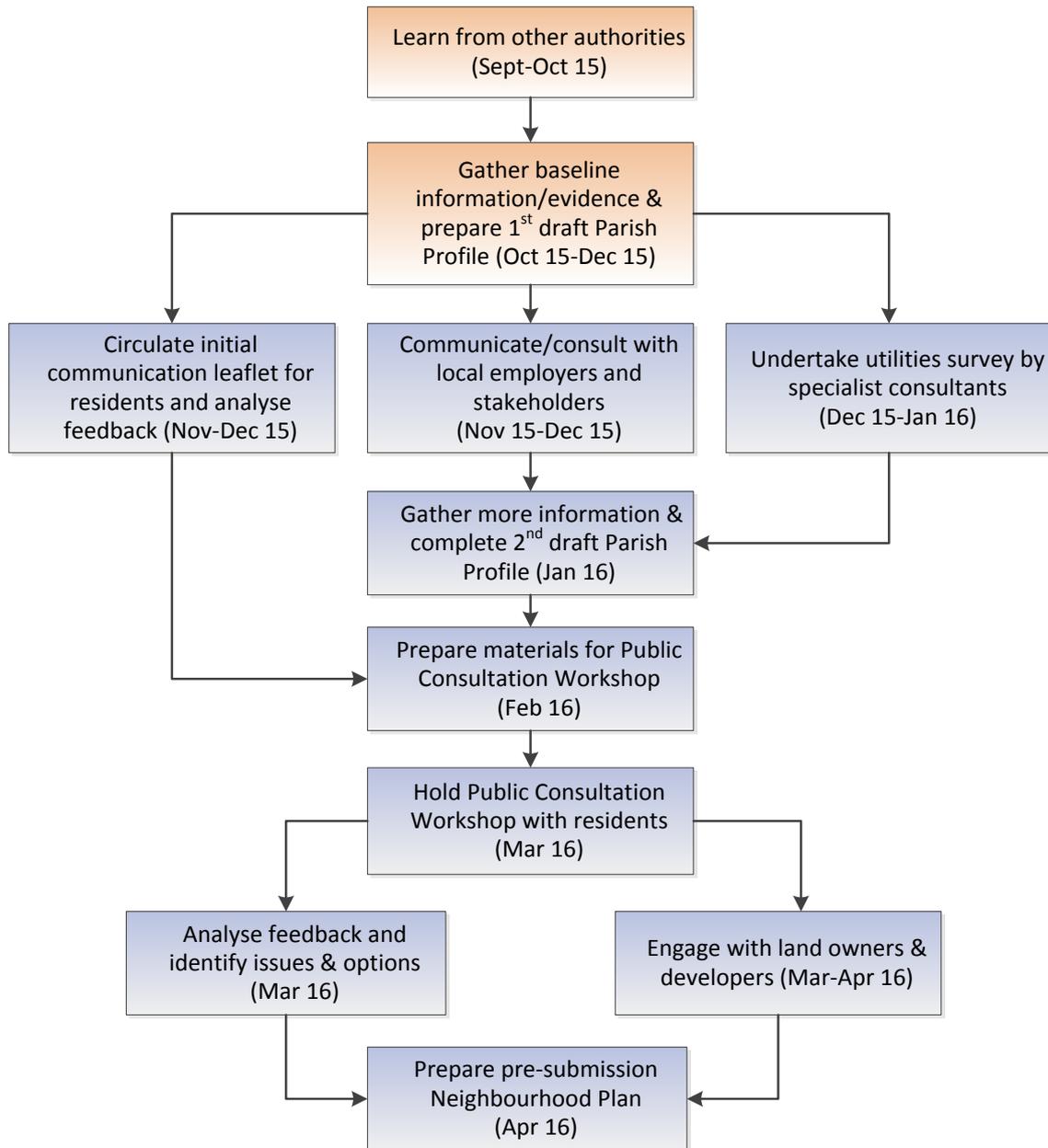
**ML and SW to start outline work on the pre-submission Neighbourhood Plan.**

**Next meeting: Thursday 21 January at 19:30 at Waltham Village Hall.**

**Appendix A**  
**Draft revised Project Plan for discussion (v2.0 20.11.15)**

Step 1: Designate the neighbourhood area (Dec 13 - Feb 14)

Step 2: Prepare the draft Neighbourhood Plan (Sept 15 - Apr 16 see process map below for detail breakdown)



Step 3: Pre-submission publicity & consultation (May 16 - Feb 17)

Step 4: Submission of NP to MBC (Mar 17 - July 17)

Step 5: Independent Examination (July 17 - Oct 17)

Steps 6&7: Referendum & Making the NP (Nov 17 - Feb 18)