

**Minutes of the Neighbourhood Plan Steering Group Meeting**  
**Held on Thursday 28 May 2020 at 3.00pm via Zoom Video Conferencing**

Attendees:	<p>Cllr Marilyn Heath (MH) Chairman Cllr Sharon Williams (SW) Cllr Marilyn Hagon (MEH) # Cllr Sylvia Jefferies (SJ) Cllr Guy Hollis (GH) Cllr Julia Walsh (JW) Cllr Frank Duffy (FD)</p> <p><b>Clerk</b> – Jagjit Brar (JB) <b>Guest</b> – Neil Homer</p>	<p>Cllr William Davey (WD) Cllr Sam Sproul (SS) ## Cllr Karina Bowen (KB) Ast. Edna Austin (EA) Res. John Young (JY) Res. Alan Head (AH) Res. Tony Valentine (TV)</p> <p># = <i>Apologies Received</i> ## = <i>Absent Without Apologies</i></p>
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Min Ref:	Meeting Minutes	Action
20200528 /01	<p><b>Election of Chairman</b> Cllr MH was nominated by Cllr SW, Cllr SS and Cllr JW No other nominees, Cllr MH duly elected as Chairman - <b>AGREED</b></p>	
20200528 /02	<p><b>Apologies for absence</b> See above</p>	
20200528 /03	<p><b>Matters arising from the minutes of the last meeting on 2 March 2020</b></p> <p><b>20200303/05 Pre-Submission Document</b> Cllr FD, Cllr JW, EA and JY all updated the Clerk with amendments and they have been sent to Neil Homer</p> <ul style="list-style-type: none"> <li>- All confirmed</li> <li>- Local Plan additions from Cllr GH have been added by Neil Homer.</li> </ul> <p>Further changes noted from JY, Cllr MEH, Cllr GH, EA and Cllr JW. Clerk to include in latest draft and circulate a copy of all of these to the Steering Group</p>	<b>Clerk</b>
20200528 /04	<p><b>Local Plan</b></p> <p>NH:</p> <ul style="list-style-type: none"> <li>- If the Local Plan is withdrawn it seems there will be little impact on our Neighbourhood Plan.</li> <li>- We have not made reference to any Local Plan core strategy and our Plan does not depend on it.</li> <li>- We were anticipating Tatling End, Higher Denham and Denham Village to be inset however our Plan will still carry weight.</li> <li>- There is a risk that next time the Plan is released they will call for further Greenbelt sites</li> </ul> <p>AH – Can we make our policies more robust to tackle the possible housing need from Slough?</p>	

	<p>NH:</p> <ul style="list-style-type: none"> <li>- The Greenbelt will still offer a degree of protection and there is still potential for extensive housing development in the north of the County as part of the Oxford Corridor if it gets the go-ahead.</li> <li>- Need to keep an eye on Bucks, future development and policy</li> </ul> <p>Cllr GH – As we are on the edge of London, developers are always looking for sites so our Plan must be robust otherwise we are at the mercy of the National Policy</p>	
20200528 /05	<p><b>Next Steps for the Neighbourhood Plan</b></p> <p>NH:</p> <ul style="list-style-type: none"> <li>- The timeline is still very much possible and if it is signed off at Full Council on the 8 June 2020 we can proceed with the six week consultation</li> <li>- It is important to remember Policies 1-5 are where we can include listed buildings and characteristics.</li> <li>- Policy 6 should <b>NOT</b> include listed buildings, Appendix A can include Local Heritage Assets that are not listed</li> <li>- NH to write a paragraph to explain Appendix A</li> <li>- NH to include habitat issues pointed out by EA (email forwarded by Cllr MH and Clerk) in Policy 7 to reinforce that there must be a net gain in biodiversity</li> </ul> <p>TV – Noted that there are more pictures of the Village rather than other areas of Denham, it should be reviewed. Cllr MH asked all other areas to review and submit more photos</p> <p>NH:</p> <ul style="list-style-type: none"> <li>- Advised all buildings listed in Appendix A should have pictures</li> <li>- The Forward can include extra issues if needed for residents</li> <li>- A precis leaflet would be useful if we are not consulting face to face</li> <li>- Appendix D listed buildings can go in the Plan – <u>for information only</u>. Clerk to circulate listed buildings to Steering Group</li> </ul> <p>Cllr MH requested listed buildings are included in the appendices for residents to refer to during consultation.</p> <p>AH – Offered to wordsmith the document when all of the suggested changes have been made.</p>	<p>NH NH</p> <p>Clerk ALL</p> <p>Clerk</p> <p>AH</p>
20200528 /06	<p><b>Old gas works site owned by National Grid on A413 Higher Denham</b></p> <p>NH:</p> <ul style="list-style-type: none"> <li>- Issue is do we mention this site on the Plan?</li> <li>- NH can draft a credible policy by the 3<sup>rd</sup> June 2020 for inclusion</li> <li>- He believes the site has potential for commercial use not residential</li> <li>- This site is not comparable with the Denham Roundabout site and cannot be offered as an exchange however Planners might look at brownfield sites within the Greenbelt first in future.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The site is approx. 3 acres and could offer employment opportunities with new access road built by Martin-Baker</li> <li>- National Grid actually own 10 acres on that site extending along the river along the pylons. NH will go back to National Grid consultants and let them know the Parish Council is minded to include the site in their plan, NH will update the Council of their response.</li> </ul> <p>GH – We can include the area as a preferred option to roundabout but the HEDNA and HELAA will still highlight the need for more office as they are being converted to residential.</p> <p>EA – Small business units would be preferable.</p> <p>Due to current Covid-19 experince it is expected that there will be a more permanent change in the ratio of homeworking/office working.</p> <p>AH – Can the site be added after consultation?</p> <p>NH - We cannot make policy changes after consultation, if we do we will have to consult again for another 6 weeks.</p> <p>Cllr MH – What if the public find an issue or policy we have missed during the consultation?</p> <p>NH – We have done our homework and it is unlikely that we will have missed anything. However, we add policy at now, and then we can always take it out after the consultation if necessary.</p>	
<p>20200528 /07</p>	<p><b>Consultation on Neighbourhood Plan</b></p> <p>NH:</p> <ul style="list-style-type: none"> <li>- Bucks Council are now aware that we can consult</li> <li>- Need to ensure that those that don't access electronic platforms can still participate</li> <li>- A further grant of £1k may be available to support the consultation during Covid-19 – Clerk to investigate</li> </ul> <p>Cllr MH prosed:</p> <ul style="list-style-type: none"> <li>- A leaflet to all residents to be delivered by Royal Mail which will include how to respond and how to access hard copies of the document</li> <li>- A covering letter could be included explaining the process to residents, along with a response form Clerk to draft.</li> </ul> <p>Cllr JW – By the end of the six week consultation, approximately end of July there may be further changes to lockdown restrictions which may allow for a question and answer telephone session or face to face, we should also prepare for that possibility.</p> <p>Cllr MH – Do we need to send another draft to John Cheston to look at as he has suggested? NH advised it is not necessary and will only delay the process. They too can use the Reg 14 consultation to look through.</p> <p>Cllr MH raised that the Colne Valley CIC should be a consultee, NH advised they too along with neighbouring Parishes and Councils should be included.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

20200528 /08	<b>Timeline for project</b> See attached  Cllr MH advised we can only meet the deadline for the Full Parish Council on the 8 June if all ammendments and additions are back with the Clerk before the 3 June when the papers go out.	<b>ALL</b>
20200528 /09	<b>Any Other Business</b> None	
20200528 /10	<b>Date of Next Meeting</b> Thursday 11 June at 3pm via Zoom	

Jagjit Brar – Clerk  
 Meeting Closed at Thursday 28 May 2020 at 4.00pm