

## Minutes of the Neighbourhood Plan Meeting

Held on Wednesday 20 November 2019 at 7.30pm in the Parish Council Office, Denham

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| Attendees: | Cllr Marilyn Heath (MH) Chairman<br>Cllr Sharon Williams (SW)<br>Cllr Marilyn Hagon (MEH)<br>Cllr Sylvia Jefferies (SJ)<br>Cllr Guy Hollis (GH)<br>Cllr Julia Walsh (JW)<br>Cllr Frank Duffy (FD)<br>Cllr William Davey (WD)<br>Cllr Sam Sproul (SS)<br># Cllr Karina Bowen (KB) | Ast. Edna Austin (EA)<br>Res. John Young (JY)<br>Res. Alan Head (AH)<br>Res. Tony Valentine (TV)<br><br><b>Clerk</b> – Jagjit Brar (JB)<br><b>Guest</b> – Neil Homer (NH)<br><br># = Apologies Received |
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| Min Ref:    | Meeting Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action      |
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| 20191120/01 | <b>Apologies for absence</b><br>See above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
| 20191120/02 | <b>Approval of minutes of the last meeting</b><br>Proposed by Cllr MH, seconded by Cllr JW - Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |
| 20191120/03 | <p><b>Pre-Submission Document – Neil Homer</b></p> <p>The pre-submission document circulated is the template we will use for our Neighbourhood Plan. Any comments or amendments that you feel may be necessary should be sent to the Clerk who will collate and forward on to NH.</p> <p>Significant progress has been made over the last few weeks thanks to the hard work of the task teams and the walk rounds. The policies for each settlement are similar however the gaps that remain are the heritage assets and the local green spaces.</p> <p>Neil asked the group that having looked over the document does anyone feel that we have missed any policies?</p> <p>JY – When we started the process we emphasized small businesses and employment?</p> <p>NH – are we adding any value to the Plan by including this? As we have Greenbelt we could look at it in Section 6. Implementation.</p> <p>Cllr JW – Developers are targeting large plots and erecting large square dwellings out of character of the area?</p> <p>NH – The first 5 policies will address this issue.</p> <p>TV – Can we address the issue of residential properties being used for businesses? In New Denham we are seeing car dealerships for example.</p> <p>NH - There are classifications of business premise B1A, B1B for example ranging from office, light industrial, live work. When there is redevelopment it can a mixture of housing and business</p> | Clerk & All |

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|  | <p>units. Existing policy protects local business. We can add a policy if by the end we feel it is missing.</p> <p>Cllr GH – When we look at the Denham roundabout proposal, can we look at jobs per square foot? Particularly now that office buildings can now be converted to residential under Permitted Development.</p> <p>NH – The Neighbourhood Plan will only come into force if planning permission is required and the government are already looking to extend the Permitted Development opportunity to include demolish and rebuild of office space.</p> <p>NH to investigate the possibility of including a policy of small businesses and high density employment. This could include</p> <ul style="list-style-type: none"> <li>a) Brownfield Development</li> <li>b) Job Density</li> <li>c) Good outcomes from reuse of existing employment premises</li> </ul> <p>Cllr MH – We have to strike a balance between offices as they are proposed in the new Local Plan which we oppose, however they too can easily be turned into residential units.</p> <p>Transport routes including buses and cycling need to be addressed in Section 6.</p> <p><u>DEN 1-5 Denham Policies</u></p> <p>Following NH walk round in Denham Village the other four walk rounds successfully identified characteristics that were unique to their area. There may be more policies for Denham Village simply because of the conservation area, which also applies to the New Denham Lock conservation area.</p> <p>It is important to remember that this is not a prescriptive policy and we must strike a balance.</p> <p>Next Steps:</p> <p>Take the policies and put them into practice, take one planning application that did not fit in with the character of the area but was successfully granted permission. Road test with the new policies, equally try it for an application that was in keeping to see if the policies still apply.</p> <p>There is a difference between ‘character’ and ‘style’. Must get the characteristics right, for example large residences are a characteristic, that will deter sub division of the plot. Building lines are a characteristic which can help. Style however is a matter of taste.</p> <p>If our policy and the current evidence base policies from SBDC do not cover the issue we will need to go back and review the Denham Policy.</p> <p><u>DEN 6: Local Heritage Assets</u></p> | <p>Task Teams</p> |
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|  | <p>Do not include listed buildings, they are treated separately and have their own protection. We need to look at those buildings that were classes as the old Grade III category, they will be referred to by the District Council as Locally Listed Buildings, or Buildings of Local Character.</p> <p>We need to identify buildings which:</p> <ul style="list-style-type: none"> <li>a) Local Architectural Feature e.g. Lock House (in conservation area but not Listed)</li> <li>b) Social Value such as a meeting place</li> <li>c) It's place or prominence within the Townscape e.g. you would notice and miss it if it was gone</li> </ul> <p>These buildings are our list and have not been listed by the District or County. If they are developed upon, the public benefit must outweigh the harm and full Planning Permission would be needed.</p> <p>To help identify these buildings visit <a href="https://historicengland.org.uk">https://historicengland.org.uk</a><br/>These buildings will be listed with a little red triangle.</p> <p><u>Den 7: Green Infrastructure Network</u><br/>(Refer to the attached map)<br/>All of the green areas marked have a biodiversity value. If there is any proposed development it must not harm this network, it should try to enhance it. Areas identified include footpaths, bridleways, tree lines and allotments. The orange lines are proposed habitats</p> <p>The Task Teams will now need to look at the map and look at what is missing. The website <a href="https://magic.defra.gov.uk/">https://magic.defra.gov.uk/</a> can help.</p> <p><u>Den 8: Local Green Spaces</u><br/>We only need to count areas that are not already in Greenbelt. There are three tests with the NPPF:</p> <ul style="list-style-type: none"> <li>a) Is it an extensive tract of land?</li> <li>b) Is it in close proximity to a community that benefits?</li> <li>c) Why is this special? (Public access, annual events, etc.)</li> </ul> <p>We would need to include privately owned allotments and fields. Why are they special? If it is private land we are obliged to bring to their attention that we will be listing them within our plan and welcome their comments.</p> <p><u>Den 9: Community Facilities</u><br/>There are community buildings that have been lost in Denham over the years because they were not listed. Such as the Nine Stiles pub in New Denham. If buildings are listed, the applicant will have to show a need for that development for it to be successful, this adds another hurdle in the application process.</p> | <p>Task Teams</p> |
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|             | <p>This list works in parallel to the Assets of Community Value. If we have an asset we wish to list there is a procedure to follow on the District Council website.</p> <p><u>Section 6. Implementation</u><br/>Section 6.4 includes all of those future projects and developments that parish would like to carry out. It is good to list them as it shows intention for future. The examiner will not assess this part of the plan but it is there for reference and information. However less is more, think carefully as to what we would like to include as it will be applicable for CIL and S106 funding.</p> <p><u>Section 4. Community Views</u><br/>This page needs work and the views that came out of task team meetings collated. The main themes and feelings should be written in to no more than one page. Keep to planning issues</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Steering Group |
| 20191120/04 | <p><b>Next Steps</b><br/>Neil will send a list of actions for the Steering Group and Task Teams.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 20191120/05 | <p><b>Timetable</b><br/>The Strategic Environmental Assessment (SEA) from SBDC will dictate the timetable. They have been sent the pre-submission and there is no timescale for them to respond.</p> <p>NH – It is unlikely that they will say we need one as there are no development plans. However District Councils can be risk averse and may say we do in which case it could take months to get a decision.</p> <p>We could assume that they it is unnecessary but that is risky. If so we must have a SEA when we consult. If we consult without, we would need to consult again. In addition you can only get funding from Locality for the SEA once you have a letter from SBDC to say you need one.</p> <p>The next step should be to put pressure on officers at SBDC to hurry their decision especially in light of the coming Unitary Council. The SEA would need to be sent to Natural England, the Environment Agency and Historic England. Cllr GH to contact SBDC to try to urge a response</p> <p>If we could have in writing by email confirmation that we do not need one we can proceed with the timetable of completing by the end of January.</p> <p>There should be a six week consultation period which could fit in with the annual Parish Meeting. This would enable submission to the new Unitary Council in April.</p> | Cllr GH        |

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|             | <p>The Parish Council would need to sign off the draft at their meeting on the 13 January 2020 to start the consultation process. The Parish would then need to have a special meeting in March/April 2020 to agree to submit the final document to the new Unitary Council.</p> <p>After submission it will take 6 weeks for the pre-examination and publicity period. We would agree who the examiner will be and the District/ the Unitary Council who will then agree if we can go to referendum, which is likely to be September 2020.</p> |  |
| 20191120/06 | <p><b>Any Other Business</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 20191120/07 | <p><b>Date of next meeting</b></p> <p>Wednesday 20 November at 7.15 in the Parish Office</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

Jagjit Brar - Clerk  
20 November 2019  
Meeting Closed at 10.00pm