

# Wells Neighbourhood Plan Working Party

## Minutes

### Tuesday 30<sup>th</sup> March 2021

#### **Present:**

Roger Arguile (RA-Chair), Cheryl Curtis (CC), John Edwards (JE), David Fennell (DF), Greg Hewitt (GH), Nichola Holmes (NH), Rachel Leggett (RL), Peter Rainsford (PR), Andrea Long (AL)-joined at 10.35am

**1. Apologies:** Received from Lindsay Dew.

**2. Minutes of last meeting, 11.3.21**

Accepted as a true record, with factual correction at agenda item 8.  
There were no matters arising.

**3. Data profile.**

Emma Harrison has now supplied to WNPWP the finalised edition of the Data Profile for Wells. It is not confidential and can be shared with any interested parties.

**4. Stakeholder engagement meeting update – CC**

Cheryl has sent round to the working party her latest report on consultation progress. She requested help with completing the stakeholder engagement process as there is still quite a lot to do. The formal response from Wells Community Hospital can be expected after their next meeting on April 9<sup>th</sup>.

Similarly, DF has yet to share the Housing Needs Assessment report with the trustees of Homes for Wells and will be able to discuss issues arising at their next meeting.

GH confirmed that the HNA report had been circulated to WTC on March 22<sup>nd</sup> so it is now available for WNPWP to use in the consultation process.

RL thanked the group for feedback already received and it was agreed to extend the final date for returning engagement notes to April 26<sup>th</sup> in order to maximise the data included in her analysis.

**5. Placecheck update – RL**

Rachel shared the screen of comments received so far on the Placecheck online survey.

There has been a lull in postings since the last week of March but the survey remains live and RL will resend the poster so the group can refresh publicity. A reminder will be printed in the next Quay magazine, due out mid-May. Copy to be agreed at next WNPWP meeting. NH enquired about providing a paper version of the online survey.

DF remarked that when Homes for Wells did their housing survey, 50% responded in paper format.

RL agreed that all means of gathering information are important. She said that paper format could be included in the direct publicity exhibition/event which it may be possible to plan for the early summer as the easing of pandemic restrictions permit.

To be on the Agenda for the next meeting.

**6. Business survey – RL**

Rachel sent out the business survey last week and has had 6 responses to date, to be shared with the group on GoogleDrive. She will remind recipients after Easter: it was agreed that a nudge after the holiday weekend would be timely as local shops are becoming more active.

## **7. Household survey needed?**

This will be on the Agenda for consideration at the next meeting.

RL said that this means of communication to every address in the Neighbourhood Plan area is very labour intensive. RA suggested including a survey easily with the Quay distribution, although a means of returning paper forms would require some thought. RL can discuss format if the WNPWP wishes to do this.

## **8. Introduction to site allocations work – Andrea Long**

WNPWP can decide whether site allocation for development is to be included in the NP. If so, the call for sites is a six week process with an independent feasibility assessment conducted by AECOM free of charge.

AL explained that sites would be extra to those already in the Local Plan, could be large or small infill areas and could be suggested for uses other than housing. The process could involve any local landowner and be a good opportunity to consult the community on what may be desirable/achievable.

General discussion on the merits of this idea and possible sites followed.

It was agreed that the call for sites other than those already mentioned in the Local Plan would be included in the Neighbourhood Plan. At the next meeting AL will help with site identification and design the call for sites.

## **9. Introduction to local green spaces - RL & AL**

RL referred the group to National Planning Policy paragraph 100 which gives three criteria for designating a local green space:

- a) it should be reasonably close to the area it serves
- b) it should demonstrate a special and particularly local significance
- c) it should be local in character and not extensive

The NP seeks to protect land used by its local community or viewed as special. The green space process will identify sites, assess and map them, consult the owners and the community, then include those suitable in the final NP.

Over the next 2 months RL will produce a map and descriptive list of suggested spaces which can be used in ongoing consultations. In response to query by PR, the WNPWP list will not include those already designated in the LP but these latter will be shown on the map to clarify which spaces have pre-existing protection. GH will circulate to the working party the WTC list of suggested green spaces they put forward for the new LP and Iain Withington at NNDC can confirm which (apparently most) have been put into the new draft LP.

## **10. Introduction to non-designated heritage assets - RL**

RL explained that WNPWP can include in the NP “locally listed” heritage assets, i.e. those not already formally designated as listed buildings or features, as given in Appendix E to the Data Profile for Wells. When planning applications are made concerning these locally listed assets, consideration will have to be given to their heritage value.

The process for inclusion is the same as for local green spaces. RL will circulate to the working party a template for both tasks and a parish map showing the heritage assets which are currently listed.

## **11. Character appraisal – RL**

RL outlined the four stages of the character appraisal work.

1. Identify broad character areas. JE has produced a Wells town sketch map of four areas which will make a good foundation for the work and the working party expressed their thanks.

PR asked about conforming with and working beyond the current LP designations (on p.265 of the current LP). This will become clearer as the appraisal progresses.

2. Character assessment. Identify, record and refine description of the individual items.
  3. Use the other sources of information already gathered to complete the appraisal.
  4. Inform the policy development. Feed this character appraisal into the design code and guidance policy to conserve and enhance the locality.
- RL will resend the examples and tips for presenting consistently styled information in a concise manner.

**12. A walk around Wells with Rachel after Easter – 26.4.21, 10am**

WNPWP will meet RL in the front parking area of CC's house "Armeria" on Monday 26<sup>th</sup> April at 10am. They will walk round the area designated "Contemporary" on JE's sketch map so that Rachel can provide practical advice on doing the character appraisal. There was some discussion as to who would be covering each area and the wider locality. To be decided.

**13. Finances – GH & RL**

GH confirmed that no grant money from 2020/21 financial year would need to be returned to AECOM. Since the last meeting about £300 had been spent from the sum approved by WTC for WNPWP use.

RL will put forward a budget for the WTC meeting on April 12<sup>th</sup> to show projected expenditure until the new grant covering 2021/22 financial year can be applied for. The AECOM platform is not yet open for applications; this is an annual problem for NP groups nationwide. AL remarked that some groups have to self-fund the gap and some just stop work altogether until the new grant money comes through, causing detrimental loss of momentum.

**14. Communication with the community**

RL suggested this should be a standing item on the agenda.

Placecheck is the current means of direct engagement. RA uses the Facebook forum to post updates and it is hoped that the next Quay magazine will carry an article on recent progress with the NP work.

**15. Date of next meeting**

**Thursday 29<sup>th</sup> April 10am via Zoom.**

**AOB**

1. The diagnostic meeting with Angus McNeill Peel from AECOM on March 15<sup>th</sup> went very well. RA, GH and RL were in discussion with Angus. NH attended as an observer. The application is currently being reviewed by the Ministry of Housing, Communities and Local Government. RL will chase AM's report.

2. David Sharp applied to join the WNPWP. As the NP process is quite well advanced, it was agreed that RA will invite David to be co-opted when needed for practical help, if he is still willing.

Meeting closed 11.50am

NH

