



BRIGHSTONE PARISH NEIGHBOURHOOD PLAN



Brook Hulverstone Mottistone Brighstone Limerstone

# STEERING GROUP NOTES OF MEETINGS

**Notes of a Public Meeting held on Tuesday 7<sup>th</sup> February 2012 in Brighstone School Hall in connection with the Island Plan**

Mr. John Cirrone welcomed 30 members of the public together with Mr. Bill Murphy and Mrs. Wendy Perera, Head and Deputy Head of the IW Council's Planning Unit.

Apologies were received from IW Cllr. Peter Bingham, Mr. D. Tolfree and Mrs. E. Bright.

Mr. Cirrone explained that the reason for inviting the Heads of Planning was to gain an insight into what the impact of the Core Strategy would be for Brighstone Parish and how any Neighbourhood Plan would fit into the Island Plan's Core Strategy.

Mr. Murphy showed a Draft of the Document, which was to replace the current UDP Document. The Planning System was altered a few years ago, made simpler, and the new Core Strategy produced. This new Document was smaller and easier to read. A Planning Inspector examined the Document over 4 days, various participants were invited to discussions and invited to suggest changes. Once changes had been made, participants were invited to comment again. Following this the Inspector, in December 2011, found the Document to be sound. It will go to Full Council in March for adoption. It will then come into force and replace the UDP. Following this other accompanying Supplementary Planning Documents will be prepared and combined into 1 smaller document. The new Documents will be less prescriptive and enable local councils to have more say in the planning process.

The Island had been split into areas, one of which is known as the Bay Area where most of the proposed development would take place. A second area is known as the Medina Valley and includes Cowes/E/ Cowes/Northwood/Newport. A third regeneration area is from West Wight through to Ventnor, which is proposed for a smaller amount of development. Then there are the Rural Service Centres and the remaining Rural Areas. Brighstone Parish is designated as a Rural Service Centre.

The Plan indicates that the number of dwellings to be built, Island-wide, up to 2027, is 8320 and of those, 3200 are existing planning applications. In the Medina Valley Area, 1350 dwellings are required; 240 in W. Wight, 80 in Ventnor and 980 in the Rural Service Centres and other Rural Areas. The average, per year, is 520 island wide. The current economic market was having an effect on building.

The additional plans would include an Employment Sites Plan; Minerals and Wastes and Transport Plans. Sections on Renewable Energy were included in the Core Strategy Plan.

Development in the Rural Service Centres and other Rural Areas have to include a mix of housing giving consideration to the elderly and those requiring affordable housing. In larger developments there has to be 35% of affordable housing and/or a contribution to a housing provider which could be a Parish/Town Council.

Neighbourhood Plans were discussed and Mr. Murphy said that these were optional not mandatory. They were costly to produce and had to adhere to the Island Plan. It was up to communities to decide as to whether they considered their Parish Plans and Village Design Statements sufficient to control what they wanted for their areas over the next 10/15 years. The Core Strategy would offer more protection for contentious land than was offered in the existing UDP.

Mrs. Perera said that Neighbourhood Plans should identify potential land for development. This was vital if there was an area of land which the parish did not want to be developed. The Neighbourhood Plan needed to be positive and not negative.

Green Spaces could be designated as Village Greens but this was a long drawn-out process and proof of being used by the public over a certain time had to be demonstrated together with careful upkeep.

Mr. Murphy said that in connection with the Pan Development, no new roads were to be built but several existing pinch-points, in Newport, were to be addressed.

There being no further comments or questions, Mr. Cirrone thanked Mr. Murphy and Mrs. Perera for attending and closed the meeting at 9pm.

## **Notes of Meeting to Discuss Possibility of a Brighstone Neighbourhood Plan – 16.11.12**

### ***Main Points to Emerge from Initial Discussion***

- Key pointers towards the value of doing a NP are the fact of being designated as a Sustainable Community, and the reaffirmed presumption in favour of development
- Main contra-indication is the amount of time and costs involved
- Blanchards likely to be a major focus but important that a NP will not be accepted if it opposes all development. But publicising the danger of un-planned, market-driven development may galvanise involvement and incentivise people to accept the idea of a NP
- Concern that local people may oppose **all** development and vote against the NP in a referendum. Key issue is **how** we inform/educate parishioners. May be helpful to involve organisations that might oppose it – e.g. Village Society and known individuals – at an early stage
- Seems agreed that the Neighbourhood would be Brighstone ward
- Agreed that we need to arm ourselves with a great deal more information before we can move forward (see below).
- Likely that a new Housing Needs Survey would be needed
- IWC have given contradictory messages about the importance of NPs – recent statements seem to be much more positively in favour as they give legal weight to local views
- Whatever conclusion we come to, it would be up to the newly elected PC in May to decide on whether and how to go ahead

### ***Initial Brainstorm of Issues that a Neighbourhood Plan might Cover***

This is a first go at defining some of the possible issues that might be covered – to be refined over time:

- GP surgery
- Parking
- Affordable housing
- Cohesive lighting policy, consistent with dark skies
- Abbeyfield (investigation into whether there is a need)
- Preserving and developing facilities such as pub, post office, shops etc.
- Preserving open space in the centre of the village – e.g. by Community Land Trust
- New social space in the event of any development of Blanchards
- Importance of good design, landscaping, lighting etc.
- Possibility of encouraging low-level buildings by building down rather than up (as in London these days) – especially on sloping sites
- Needs to look well ahead – 2027 in the Core Strategy?
- Promotion of healthy activities
- Recreational facilities for active retired people

- Allotments
- Review footpaths and cycleways – e.g. from Upper Lane to the village centre
- Better routes for walking and cycling to the beach
- Community energy conservation/generation through bulk buying, hydro-power etc.

This list to be developed and refined over time.

### **Next Steps**

Key sources of information were identified as follows:

- Island Core Strategy – Sue to obtain a copy and highlight key issues for Brighstone
- Sue will also look at Guidance for Developers that she has seen on the web
- Peter to contact CPRE
- DT to talk to IWALC/NALC
- Peter to look at the new National Planning Policy Guidelines – again highlighting what might be most relevant for us
- Talk to a selection of PCs on the Island – including some who have embarked on a NP, and some that are identified as Sustainable Communities. David to identify possible PCs and allocate to members of the group. Questions to ask would include:
  - How has being a Rural Service Centre influenced thinking about a NP?
  - Sources of information, technical support, consultants etc.
  - Sources of funding
  - Stumbling blocks and banana skins
  - Leadership issues
  - Ideas on public consultations and dealing with opposition
  - How do they deal with landowners and neighbours when they identify possible sites for development
- Initial discussion with Wendy Perrera – David. Key questions include:
  - Clear opinion on the status of a NP in comparison with VDS and PP
  - Sources of funding, including consultants and time from the Planning Dept
  - Other sources of information
  - Is the Development Envelope still current?
  - What about the areas identified by IWC as areas potentially suitable for development?
  - Can new development be stalled while a NP is being developed?
  - Updated information on Affordable Housing Schemes

### **Next Meeting**

Probably in February, once we have gathered in all the above information. DT to e-mail around for possible dates.

DKT  
19.11.12

# **Report of the Neighbourhood Planning Group, Brighstone Parish Council**

## ***Background***

The group – comprising Councillors John Cirrone, Sue Chorley and David Tolfree, and Peter Jostins – was set up by Brighstone Parish Council in order to look more closely at the need for and viability of committing time and resources to formulating a Neighbourhood Plan (NP). It has met three times, and in between meetings members of the group have had meetings with other Parish Councils, IWC Planning and Housing Departments, and various other bodies have been consulted and documents perused.

Terms of Reference were drafted by the PC and these will be followed in the main sections of this report.

## ***What is a Neighbourhood Plan?***

It is a “new way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for your neighbourhood
- Choose where new homes, shops, offices and other development should be built
- Identify and protect important local green spaces
- Influence what new buildings should look like”<sup>1</sup>

## ***Why Should we do a Neighbourhood Plan?***

This has been the key question that the group discussed – more precisely we have struggled to balance the obvious benefits of having a Neighbourhood Plan with the considerable costs (in terms of time and money) that would be involved.

The main benefit is quite simply that a Neighbourhood Plan (once accepted by the Independent Examiner and by the local community through the process of a referendum) will give us greater control over the future shape and development of the area than can be achieved by any other means.

Brighstone has been identified as one of eleven Rural Service Centres (RSCs) on the Island in the Island Core Strategy. This is not negotiable. The Core Strategy gives a target of 980 housing units to be built in the RSCs over the next 15 years – that is an average of 89 units for each RSC. While the circumstances of each RSC are very different, this figure gives a very rough indication of the likely scale of development. At some stage, the IWC will compile Supplementary Planning Documents for each of these areas (unless a NP has been undertaken, in which case the NP becomes an

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<sup>1</sup> “How to Shape where you live: a Guide to Neighbourhood Planning” – CPRE and NALC, page 8

SPD), though at the moment their main efforts are being put into the main regeneration areas of Ryde, the Medina Valley and the Bay area.

The Government has reiterated a “presumption in favour of development” and seems to see development as part of their strategy of moving the country out of recession. This principle probably leaves villages without Neighbourhood Plans more vulnerable to the interests of landowners and developers.

The IWC has already done a Strategic Housing Land Availability Assessment (SHLAA) and this has resulted in two areas of land being identified for housing development in Brighstone – Blanchards and Berry Barn. A third site was put forward (small parcel behind South View) but this was deemed not currently developable). The process involved inviting landowners and developers to identify land that could potentially be developed. It does not imply that these sites should be developed, or that others should not. It did not involve the IWC proactively identifying land for development.

If a NP is not produced, the IWC will allocate sites for development within the SPD for the area. A NP, on the other hand, would involve the community in identifying sites for development, and could also identify green spaces that should be protected. A NP becomes a statutory part of the IWC’s planning policy, not just an advisory document.

What are the alternatives to doing a Neighbourhood Plan?

- Do nothing and allow IWC (who have said they will consult with PCs) to undertake an SPD for Brighstone, and thereby identify sites for development. The Brighstone PC would have influence, but not control over this process. It is impossible to guess how much weight would be given to local opinion, but clearly the designation of Brighstone as a RSC will lead them to want to ensure that the area contributes to the overall development target.
- A possible compromise is for us to consider updating the Parish Plan and the Village Design Statement, identify possible sites for development and ask IWC to adopt the PP and VDS as a SPD. This would involve a great deal of work (though less than undertaking a NP) but would have a more uncertain outcome.

### ***Scope of the Neighbourhood Plan***

PCs have the discretion to choose how the “neighbourhood” is defined. In practice, all NPs that we have come across have chosen to adopt the boundary of the PC. The boundary of the Brighstone Rural Service Centre is the settlement boundary of Brighstone (formerly referred to as the Development Envelope): but by definition, a Rural Service Centre “supports a wider range of nearby smaller, more rural villages and hamlets”<sup>2</sup> so it seems logical that the needs of these smaller villages within the parish should be included. It would be illogical to exclude these villages from a Housing Needs Survey as they are equally likely to throw up housing need even if the main developments are likely to be in the village of Brighstone. Moreover, it is stated in the Core Strategy that “smaller settlements will need to allow appropriate growth

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<sup>2</sup> IWC Core Strategy page 31

in the right locations”<sup>3</sup>. If we do not include the smaller villages, we would leave ourselves open to the potential for larger and unwanted planning applications.

### **Who Needs to be Involved?**

Where a Parish Council exists, that Council is the only body that can compile a NP. But it is also essential to involve the wider community and that ultimately the Plan is owned by the community. The following is a list of some of the organisations that would need to be involved:

- The Parish Council
- Isle of Wight Council. The NP has to conform to the Island Plan, the IWC has to approve it and to recommend adoption to the Independent Examiner. The Planning Department is a vital source of advice and support. The involvement of the Housing Department in conducting a Housing Needs Survey is also essential
- The AONB Unit
- The Environment Agency, English Heritage and Natural England are statutory consultees. It would also be wise to involve the National Trust as they are significant landowners in the parish.
- The wider community in the parish – perhaps most notably the church, school, businesses and any organisations or individuals who would like (or can be persuaded!) to be involved. As well as seeking wide representation on a NP Steering Group, various consultation events would be required – e.g. meetings, questionnaires and possibly a Planning for Real type of exercise. It is essential that the NP is owned by the community and that community involvement is recorded at every stage
- Landowners, architects and developers: experience from other parishes doing a NP is that we should have these groups on board (with interests declared where appropriate). It would be essential to liaise with landowners regarding the availability of land for development.
- Consideration should be given to hiring one or more consultants. There are a number of individuals and organisations who can assist in the whole process, and it may be considered particularly important to hire consultants to compile the actual report and to undertake the Sustainability Appraisal (a somewhat technical task).

### **Costs**

It is extremely difficult to assess the cost of undertaking a NP. Costs can be kept low by undertaking most of the work ourselves, and conversely the burden on Parish Councillors and other members of the Steering Group would be reduced by making greater use of consultants. In Brading, for example, Sue Chilton, who is also their Town Clerk, led the process initially but they are now looking to pay a Project Manager. Such a person would greatly reduce the burden on the Steering Group.

As a rough guide, the following is a tentative budget:

Planning for Real fees	400
General admin costs	3000
Production of the Plan	4000

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<sup>3</sup> Ibid page 32

Sustainability Appraisal	2000
Materials, hire of rooms	<u>600</u>
<u>Total</u>	<u>10000</u>

In order to reduce the burden on the Steering Group, the hiring of a lead person to steer the whole ~~person~~ would probably cost at least an additional £5000.

*Project*  
**Possible Sources of Funds**

IWC grant (element now being paid to PCs)	4000
Awards for All	9000
DCLG <sup>4</sup> Grant (available from April 2013)	7000

The latter two grants have to be applied for, and it may be wise to assume that Awards for All grants may be more difficult now that the DCLG grants are available.

**Timeframes**

The whole process is likely to take something between one and two years, from initial community consultation to referendum. The process would probably be speeded up by employing a lead person with experience of undertaking NPs. The early commissioning of a Housing Needs Assessment would be vital to get the process started as this is a pivotal source of information.

**Conclusions**

It is difficult to avoid the conclusion that we should undertake a Neighbourhood Plan. This is the most secure way of having real control of future developments in the parish. Given our designation as a Rural Service Centre, failure to produce a NP could result in development of a scale and nature that would alter the character of the villages. Arreton provides a good example of a parish who decided not to undertake a Neighbourhood Plan – only to be hit by a large and deeply controversial planning application, with a second one on the horizon. There is no guarantee that an updated Parish Plan and Village Design Statement (to include sites identified for development) would be accepted by IWC as a Supplementary Planning Document and would involve a great deal of work, though would avoid the need of elements such as the Sustainability Appraisal, External Assessment and Referendum.

The timing of this recommendation is challenging as it will coincide with the departure of some experienced Parish Councillors. There is clearly a trade-off between the need to keep costs down by doing most of the work ourselves on the one hand, and the possible need to reduce the burden on those who will be actively involved by making greater use of consultants. Clearly the first step would be an initial public consultation and the formation of a Steering Group: this would enable us to assess the availability of local expertise and time to then make a more informed decision on hiring a lead consultant. (Add comment here on Housing Needs Assessment)

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<sup>4</sup> Department for Communities and Local Government “Supporting Communities in Neighbourhood Planning 2013 – 152 March 2013

We recommend the following:

- BPC should undertake a Neighbourhood Plan, to start as soon as possible
- The boundary should be the whole parish, not just Brighstone.
- A lead Parish Councillor should be identified with at least two others involved in the Steering Group
- An initial public meeting should be held as soon as possible to discuss the future of Brighstone, inform the public about the Neighbourhood Plan and identify potential members of a Steering Group
- Grants should be sought from IWC and DCLG (alternatively Awards for All)
- If these grants are not awarded, the PC should be prepared to allocate some funding from reserves (suggest up to £5000) for the year 2013/4 and should consider including an element in the budget for 2014/5 (impossible to quantify at this stage). If it is felt necessary to hire a lead consultant, funding may also be required from reserves during 2013/4.

DKT revised 25.4.13

## **Brighstone Neighbourhood Plan Meeting.**

Wednesday 24<sup>th</sup> July at 7.30pm in Brighstone School Hall.

Present – Joan Brown, Sue Chorley, John Cirrone, Ken Taylor, David Tolfree together with Avice Mariner (Note taker).

All agreed that the websites were useful and were relevant to island issues. Those Councils which were underway with Neighbourhood Plans were Bembridge, Brading, Freshwater, Gurnard and Wootton Bridge. Sue Chorley felt that the Application for development on Blanchards had helped to inform that a Neighbourhood Plan was essential and from the Public Meeting, held in connection with Blanchards, a mandate had been given to go ahead. The Questionnaire had resulted in 19 people coming forward to help with the production of a Plan.

Sue Chorley had studied the Questionnaires and offered to prepare a document with Proportionate Symbols. This would help to highlight the priorities/concerns/wishes, etc. of residents who had responded to the questionnaires and would be useful initial information for the Steering Group. All thanked Sue for her offer and asked her to proceed with the document.

Brook, Hulverstone and Mottistone residents need to be involved and it was agreed that these should be invited to attend the Parish Council Meeting on 14<sup>th</sup> August to be held in the Seely Hall, Brook. John Cirrone would ask Roy Haviland to circulate a flyer, with a brief description of a Neighbourhood Plan, inviting people to attend and to consider volunteering to represent their areas on the Steering group.

It was agreed that the First Steering Group Meeting ,would be held on Wednesday 28<sup>th</sup> August at 7.30pm and all those who had shown an interest be invited to attend. Avice to contact everyone. John to chair the first few meetings of the Steering Group which should take the form of a seminar or training session.

The way forward after this meeting included holding an event for consultation; seeking volunteers from local groups, businesses and landowners, in order to have full representation; alternate with day/evening meetings; seeking funding at an early stage following a formal approval of neighbourhood designation by the IW Council (in view of the uncertainty of available funding beyond the current year) and finding a Project Manager.

Ken had tabled a draft suggested action list regarding which members were asked to submit comments with a view to maintaining an agreed ongoing list of required actions and decisions.

All agreed to proceed with an application to the IW Council for designation of Brighstone Parish as a neighbourhood area for producing a neighbourhood plan. Avice would

circulate a draft letter for comment and John would ask someone to provide a detailed map to accompany the application.

It was agreed to provide a copy of the CPRE Guide to neighbourhood planning to each member of the Steering Group at or before the first meeting. Avicé would order sufficient copies.

The meeting closed at 10.00pm.

**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
28<sup>th</sup> AUGUST 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs. P. Hallams, K. Taylor, Mesdames F. Admas, A. Austin, C. Bentley, J. Brown, S. Brunke, A. Chapman, S. Chorley, R. Heib, J. Kirby, V. Pointer, W. Simmons plus Mrs. A. Mariner (Clerk BPC)

**APOLOGIES for ABSENCE:** Messrs. G. Fell, P. Jostins, H. Murray Smith, A. Taylor, R. Thompson and Mesdames P. D`arcy, L. Fell, S. Thompson.

**1. WELCOME:** The Chairman welcomed everyone to the inaugural meeting of the Group and asked for more volunteers to come forward particularly from Brook/Hulverstone/Mottistone and Limerstone as these areas would be included in the Plan.

**2. INTRODUCTION to JANET and GORDON KENDALL:** The Chairman welcomed Gordon, as Chairman of Bembridge Parish Council and a member of the Steering Group, and Janet as a Planning Adviser for Bembridge Neighbourhood Plan; a member of the Steering Group and a resident.

Janet made it clear that a Neighbourhood Plan is a development plan to steer future development of the area. The question which needs to be asked is `How will the Neighbourhood Plan benefit the community in addition to the Island Plan?` She said that all volunteers needed to familiarise themselves with the Island Plan.

Bembridge began work on its Plan 18 months ago and, with hindsight, realise it was too soon, as in that time, changes to laws have been made. Janet advised that the Working Party should be one step away from the Parish Council with an Independent Chairman. The first step was to undertake a Housing Needs Survey as this provides guidance on what the parish needs. The IW Council has a pro-forma questionnaire obtainable from Peter Griffiths. Questionnaires were delivered asking for responses to be left in boxes in various outlets. A 25% response rate was achieved. Wootton and Gurnard applied slightly different approaches. Bembridge employed a mainland firm to undertake the Analysis which gave complete impartiality. This Analysis has since been adopted by the Planners as a Supplementary Planning Document.

Draft Policies were sent to the IW Council and were criticised. The issues have been addressed and the final document should be submitted at the end of September. Janet emphasised that the Neighbourhood Plan must sit alongside the Island Plan. The final document is checked by the IW Council to ensure that it complies with the Island Plan, then goes before Independent Reviewers. Their Neighbourhood Plan will run until 2027 in line with the Island Plan.

It was emphasised that consultation and feedback were very important. Bembridge held 2 Public Meetings, 2 Questionnaires and met with Estate Agents, the Businesses Association, Historical Society, the WI, etc.

Janet is paid by the Parish Council to write up the Policies. Volunteers undertook work on the Sustainability Assessment of Policies. Bembridge was fortunate in having a volunteer Project Manager. Grants were available through LOCALITY and the IW Council.

Gurnard and Wootton may be able to give advice on this. Janet would provide details of where relevant information, on the production of a Plan, could be found. Two Mainland Areas had Neighbourhood Plans in place – Upper Eden Valley and Thame District Council.

The Chairman thanked Gordon and Janet for attending and they left at 8.45pm.

**3. INTRODUCTION of VOLUNTEERS:** The Chairman asked everyone to introduce themselves and give a brief description of their skills which they could use in the production of a Neighbourhood Plan. Someone would be needed to take notes at future meetings.

**4. NEIGHBOURHOOD PLAN APPLICATION:** This had been made and an advertisement placed in the County Press of Brighstone Parish Council's application for designation of a neighbourhood area under Reg. 6(1) Neighbourhood Planning 2012 which would cover the whole parish. The consultation period of 6 weeks ends on 23<sup>rd</sup> September.

**5. PUBLICATION ` How to shape where you live: a guide to neighbourhood planning:** Additional copies had been obtained and were distributed..

**6. DRAFT ACTION LIST:** This was circulated and would be revised as progress was made. Consideration would be given to employing a Project Manager. The Clerk to contact other Councils for a pro-forma job description.

**7. DRAFT STEERING GROUP TERMS of REFERENCE:** It was agreed that Item 1 needed to be broken down; Item 13 required deletion of or its Chairman acting on behalf of the Parish Council and a Confidentiality Clause required to be added. To be sent to all members for agreement at the next meeting.

**8. SERVICE LEVEL AGREEMENT:** To be sent to all members for approval.

**9. FUNDING ISSUES:** Sources of funding to be obtained. The Clerk to contact Mr. Oliver Boulter for estimated costs of producing a Plan and engaging a Project Manager, a Planning Consultant and a Housing Needs Survey Analyst. Suggestions/nominations for these positions to be sought.

**10. RECENT PLANNING ISSUES RAISED by RESIDENTS:** Mrs. Chorley had produced 2 charts which highlighted and prioritised the concerns raised by local residents when considering the recent proposal for development on Blanchards. It was thought that these responses might provide a starting point for local issues.

**11. PROPOSALS for first STEERING GROUP MEETING:**

(a) To undertake a Housing Needs Survey.

(b) Invitation to Oliver Boulter (designated Planning Officer).

© Need to update information in current Parish Plan and Village Design Statement and extend to cover all Brighstone Parish.

(d) Costs and funding application

(e) Volunteers to suggest other items.

**12. DATE of NEXT MEETING:** Wednesday 18<sup>th</sup> September at 7.30pm – same venue.

The Chairman thanked everyone for attending and closed the meeting at 10.10pm.

**18<sup>th</sup> SEPTEMBER 2013.**

**CHAIRMAN.**

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**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
18<sup>th</sup> SEPTEMBER 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs. P. Hallams, K. Taylor, Mesdames C. Bentley, J. Brown, A. Chapman, P. D`arcy, R. Heib, J. Kirby, W. Simmons plus Mrs. A. Mariner (Clerk BPC)

**APOLOGIES for ABSENCE:** Messrs. P. Jostins, C. Keith, H. Murray Smith, and Mesdames F. Adams, A. Austin, S. Brunke, S. Chorley .

**1. WELCOME:** The Chairman welcomed everyone to the meeting.

**2. TO CONFIRM the NOTES of the 28<sup>th</sup> AUGUST 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING:** (i) Agreement to invite Mr. Oliver Boulter to the next meeting.  
(ii) Inclusion of Updating the Parish Plan and Village Design Statement on the next Agenda.  
(iii) Representatives from the Businesses and Local Organisations were required to be part of the Group.

**4. TO AGREE TERMS of REFERENCE: 1. Membership. Change the word `appointed` to `agreed`.**

**2. Objectives. To insert a full stop after the word `development`. Next sentence to begin `This to be by an agreed project .....`.**

**13. Authorisation of Expenditure. The word `Committee` to be replaced with `Group`.**

**5. TO AGREE SERVICE LEVEL AGREEMENT:** Unanimous agreement that this should go before the Parish Council, for approval, and signing by the Chairman.

**6. AGREEMENT to PROCEED with a HOUSING NEEDS SURVEY:** The Questionnaires used by other Island Councils were considered and it was agreed to use a combination of that of the IW Council and the one used by Wootton Bridge, plus additional questions which may be relevant to our area. Members of the Group agreed to look at the questions and bring suggestions for any amendments and additional wording to the next meeting. It was suggested that the Questionnaires be delivered by hand, possibly with the Newsletter, and to be collected by hand.

**7. FUNDING:** The Clerk supplied approximate total costs of producing a Neighbourhood Plan as given by the IWC, Bembridge, Brading and Freshwater. In order to apply for a grant from LOCALITY, proof of costs is needed. The Chairman agreed to talk to Mr. H. Murray-Smith about possibly taking on the role of Project Manager; and to enquire of Mrs. Janet Kendall the cost of a Housing Analysis. Suggestions for persons to take on the roles of Housing Needs Survey analyst and Planning Advisor (to draft the Neighbourhood Plan) would be pursued.

**8. VOLUNTEER to take NOTES:** No one has yet come forward. In the meantime the Clerk would continue.

**9. ANY OTHER BUSINESS: VISIT ISLE OF WIGHT LTD:** The Chairman said that David Thornton, CEO, had talked to the Parish Council of his aims and objectives for increasing tourism on the Island. He had suggested that Brighstone Parish Council be a Pilot by supplying information about the Parish which would attract tourists, all the year round. A Working Group of 2 had been agreed to take this forward. Mr. Thornton had agreed to supply a sample flyer which would be delivered to local businesses who could be listed, on the visitisleofwight.com website, for free.

The Chairman felt that a meeting with local businesses, to explain about free inclusion on the website, was necessary. At this meeting he would ask for representatives to join the Neighbourhood Plan Steering Group. The Chairman said he would talk to Mr. David Hollis. A list of local businesses was required.

**10. DATE of NEXT MEETING:** Wednesday 2<sup>nd</sup> October at 7.30pm – same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.20pm.

**2<sup>nd</sup> OCTOBER 2013.**

**CHAIRMAN.**

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**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
2nd OCTOBER 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs. P. Hallams, C. Keith, A. Taylor, K. Taylor, Mesdames C. Bentley, J. Brown, A. Chapman, S. Chorley, R. Heib, J. Kirby, W. Simmons plus Mrs. A. Mariner (Clerk BPC)

**APOLOGIES for ABSENCE:** Messrs. P. Jostins, H. Murray Smith, Mesdames A. Austin, S. Brunke, P. D`arcy.

**1. WELCOME:** The Chairman welcomed everyone to the meeting.

**2. TO CONFIRM the NOTES of the 18<sup>th</sup> SEPTEMBER 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING: (i) Confirmation of Brighstone designated as a Neighbourhood Area.**

The Clerk said she had official notice of this, with no representations having been received. An advertisement will be placed in the 4<sup>th</sup> Oct. issue of the County Press, in the Official Notices Section, confirming that the IWC has designated the Brighstone Neighbourhood Area.

**(ii) Visit Isle of Wight Ltd.** Mr. Ken Taylor had attended a lunch hosted by the WW Business Organisation with a Presentation by Mr. David Thornton. He emphasised that businesses could register, free of charge, on the Visit Isle of Wight Ltd. website. Mr. Taylor said he had reminded Mr. Thornton of his promise to send cards, advertising the website, which could be given to local businesses. The Clerk was asked to also remind Mr. Thornton.

**(iii) Meeting with Local Businesses.** The Chairman had spoken to Mr. David Hollis who had started to make contact with some businesses. A list of local businesses was available and it was intended that businesses would be contacted in order to meet together. At this meeting, free listing on Visit Isle of Wight Ltd. would be promoted together with businesses involvement with the Neighbourhood Plan.

**(iv) Terms of Reference.** Mrs. R. Heib wished a change to be made to the Terms of Reference regarding future land control. The Chairman said the Terms of Reference had already been agreed and the Group considered that future use of land would be covered under Item No. 2.

**4, TO WELCOME MR. OLIVER BOULTER:** The Chairman welcomed Mr. Boulter and introduced him to everyone. He said that the IWC had a responsibility to assist and guide groups undertaking a Neighbourhood Plan. When completed, this would be submitted to the IWC who would check it against national criteria. If complying, it would then go for external examination and, if passed, would go out to the community for a referendum. It was vital that the community was involved/engaged during the whole process when creating a Plan as it was the community who had the final say in its adoption.

Mr. Boulter said that the cost and volume of work involved should not be under estimated. Why a Plan was wanted/needed had to be clear. It was a good tool for facilitating/managing future use of land i.e. development/green space/community use/ etc.

Mr. Boulter considered that a good start had been made in that no representations had been received by the IWC and confirmation of designation of Brighstone as a neighbourhood area would be advertised in the 4<sup>th</sup> Oct. County Press. He said he would help with the interpretation of any jargon not understood i.e. stakeholders which means engagement/consultation with the community. Help would be given with technical pieces of work i.e. with the Housing Needs Survey, the difference between assertion and evidence. In addition, he would signpost the Group to relevant services provided by the IWC.

In connection with funding, Mr. Boulter said that £4000 was available from the IWC. He would try to find out more about funding from LOCALITY.

Regarding the Sustainability Assessment, Mr. Boulter suggested that the Group speaks to the other 4 parishes on the Island to draw on their experience and to look at that of Thame on the website. Everything in a Neighbourhood Plan had to conform to policies in the Island Plan which was a useful tool to use as a self-regulating check list. Mr. Boulter confirmed that any amendments which were made to the Island Plan, following Government laws, would be notified to the Group.

Mr. Boulter offered to check whether the IWC had any community profiling for Brighstone Parish but thought that what was available was for the whole Central Wight Ward. He would check on any other community information held by the IWC which may be useful.

In connection with the Rural Service Centres, of which Brighstone is 1 of 11, Mr. Boulter said that the requirement of 980 additional houses did not equate to 89 in each centre as these differed in size and need. Information on this can be found on Pages 31/32 of the Core Strategy, and the Housing Needs Survey would identify need. Mr. Boulter was asked to look at IWC records of any areas of land in Brighstone which were previously developed.

A concern was raised about any impact on our area which would be affected by external developments and how and if this could be controlled. Mr. Boulter said that this might be addressed through Impact Assessment and other policies contained in the Island Plan.

The Chairman asked whether it was necessary to update our Parish Plan and VDS. Mr. Boulter suggested that the Parish Plan was now 5 years old and could be up-dated. Cost could be kept to a minimum by printing only a few hard copies and putting the information on the websites. He said that some of the relevant information needed to be picked out and, what worked, could be incorporated into the Neighbourhood Plan. The Plan had to be fit for purpose and meet basic performance. It could contain as many or few policies, and be as big or small, as we wanted.

Mr. Boulter was thanked for attending and left the meeting at 9pm.

**5. HOUSING QUESTIONNAIRE:** Following lengthy discussions, it was agreed that two groups should be formed. The first group to pick out the relevant questions from the IWC and the Wootton Bridge Questionnaires and then draft a questionnaire for our use. This then to be circulated to all members for comments. Those volunteering were Paul Hallums, Arnold Taylor, Ken Taylor, Anne Chapman and Rosamunde Heib.

The second group would undertake publicity for the Neighbourhood Plan. Suggestions included a Banner in the Village Centre and a half-page, each month, in the Newsletter. The volunteers for this group were Sue Chorley, Joan Kirby and Wendy Simmons.

**6. FUNDING:** The Clerk was instructed to ask Mr. Boulter for £4000.

**7. FINDING RELEVANT PERSONS to UNDERTAKE SPECIFIC TASKS:** The Chairman had spoken to Henry Murray-Smith who was interested in perhaps sharing the role of Project Manager with someone like Janet Kendall whom the Chairman had been trying to contact. The Clerk was instructed to ask Mr. Boulter for names of anyone likely to be interested in taking on one of the roles. Mrs. Bentley offered to speak to John Brownscombe who was involved with Brading. The Chairman to ask Henry Murray-Smith of a suitable evening for him to attend a meeting of the Group.

**8. OTHER MATTERS: Steering Group.** Young people to be encouraged to be involved.

**Action List.** Six week consultation with the IWC.

**School Hall:** This was available each evening from 7pm onwards.

**Group Setting.** Members felt that everyone sitting around tables would be beneficial.

**9. DATE of NEXT MEETING:** Possible a Tuesday, convenient to Henry Murray-Smith at 7.30pm – same venue.

The Chairman thanked everyone for attending and closed the Meeting at 10pm.

**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on TUESDAY  
15th OCTOBER 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs P. Baker, C. Keith, H. Murray-Smith, A. Taylor, K. Taylor, Mesdames B. Baker, C. Bentley, A. Chapman, S. Chorley, P. D`arcy, R. Heib, W. Simmons plus Mrs. A. Mariner (Clerk BPC)

**APOLOGIES for ABSENCE:** Messrs. P. Hallums, Mesdames A. Austin, S. Brunke, J. Kirby.

**1. WELCOME:** The Chairman welcomed everyone to the meeting including Mr. & Mrs. Baker who had not attended before.

**2. TO CONFIRM the NOTES of the 2nd OCTOBER 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** Mr. K. Taylor said that Mr. David Thornton had spoken to the IW Council about replacing the missing Sign on the Military Road. They had confirmed that Island Roads would replace the Sign. The possibility of additional tourist signage was still being considered.

Cards from Mr. Thornton for issue to local businesses highlighting free listings on Visit Isle of Wight website had still not been received despite several reminders. The Chairman confirmed that Mr. David Hollis still wished to be involved as and when time allowed.

**(ii) Terms of Reference and Service Level Agreement.** The Clerk confirmed that the Parish Council had agreed and signed these.

**4. TO WELCOME MR. HENRY MURRAY-SMITH:** The Chairman welcomed Mr. Murray-Smith to his first meeting. Mr. Murray-Smith said Neighbourhood Plans had been devised by Government for local communities to have a say in shaping the future of their communities. This involved identifying land for development but he feared that if insufficient land was identified, nationwide, then the Government would legislate for allowing Local Councils to decide on sites for development and volume of housing.

He said the Housing Needs Survey would identify other areas which would need to be included in the Neighbourhood Plan, and said he was willing to provide help, free of charge.

The Chairman had spoken to Janet Kendall who would not be free to take on any other work until next spring and would be reluctant to do so until Bembridge Neighbourhood Plan was approved. Her costs for Bembridge would be in the region of £10/£15,000.

Mrs. Bentley had spoken to John Brownscombe who showed interest in helping but until it was known what his role would be, it was impossible to know costs. It was agreed that costs were required for a Project Manager; a Housing Needs Analysis and for the Plan to be written. Mr. Murray-Smith agreed to ascertain some costings.

It was also agreed that meetings with the public and with groups/organisations needed to be held and a small group to look at the next stage.

The Chairman said he would contact John Brownscombe, provide him with a copy of the Terms of Reference and the Action List, and invite him to the next meeting.

**5. HOUSING NEEDS QUESTIONNAIRE GROUP:** Arnold, Paul, Anne and Rosamunde had met and considered the Questionnaires used by other Island Councils. Anne said it had taken the questions, relevant to our area, from these, tweaked some of the questions and were in the process of drafting a questionnaire. The group would meet again on 24<sup>th</sup> October and bring the draft questionnaire to the next Steering Group meeting. They would also ask the Planners to check the questionnaire.

The group had considered the best time for the questionnaire to go to residents and considered that early spring would be most beneficial. Mr. K. Taylor considered that it should be agreed and go out this year but the group considered that the questionnaire needed longer time to be right otherwise it would not give the correct information required.

**6. PUBLICITY GROUP:** Chris, Sue and Wendy had met. Wendy said that information about the plan needed to be spread using all the available media outlets; the Newsletter; Posters; website and banners. The website had a new area for the Neighbourhood Plan under the Community Section. This would also include Agendas and Minutes. A logo had been designed which was shown. It was agreed that the top line of the curve should be green and the bottom line in blue with the heading of `Brighstone Parish Neighbourhood Plan`. Wording for the Newsletter Report was agreed. This report would be up-dated, monthly, following meetings.

Residents need to be made aware of the Neighbourhood Plan and what it means so publicity required to be ongoing. Various locations would be sought for the display of banners. Chris would obtain costings for the production and stickers, for current information, which can be added. The size of banner required would be approx. 2.7m x 0.62m.

**7. TIMETABLE OF WORK:** The IW Council had requested a rough estimate for:-

- (a) Developing the plan (work with the local community)
- (b) Draft plan for the LPA to comment upon
- (c) Examination
- (d) Referendum

Mr. K. Taylor offered to draft a timetable to be sent to the Steering Group.

**8. FUNDING:** The £4000 from Government to Local Councils would not be available until January 2014. As soon as approximate costings were known, the grant from LOCALITY could be applied for.

**9. OTHER MATTERS:** Mr. K. Taylor said that the Group would need to develop the vision and objectives, and produce a communication and engagement strategy. It was suggested that Focus Groups would be helpful for strategy, communications, etc.

**10. DATE of NEXT MEETING:** Wednesday 6<sup>th</sup> November at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the Meeting at 9.15pm.



**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
6th NOVEMBER 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, C. Keith, , A. Taylor, K. Taylor, Mesdames , C. Bentley, J. Brown, A. Chapman, S. Chorley, , R. Heib, A. Miles, W. Simmons plus Mrs. A. Mariner (Clerk BPC).

**APOLOGIES for ABSENCE:** Mr. H. Murray-Smith and Mrs. A. Austin.

**1. WELCOME:** The Chairman welcomed everyone to the meeting.

**2. TO CONFIRM the NOTES of the 15th OCTOBER 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** Mr. K. Taylor and the Clerk had contacted Mr. David Thornton again reminding him to send the cards for Local Businesses. As soon as these were received a meeting could be arranged with Local Businesses, the cards, which highlighted free listings on the Visit IW website, could be distributed and the encouragement to become involved with the Neighbourhood Plan could be made. Mrs. Bentley offered to speak to Mr. Ollie Whitehurst to try to move forward.

Mr. K. Taylor said that Brighstone still was not on the website and a hyper-link to the opening times of Brighstone Museum was required.

Mrs. Chorley had drafted 300 words of introduction to Brighstone for the website. This was agreed with one amendment under Places to Stay. The second sentence to read `There are caravan/campsites nearby on the coast`. Mrs. Chorley was thanked for her work.

**4. WELCOME to MR. JOHN BROWNSCOMBE:** Mr. Brownscombe thanked the Chairman for the invitation to attend the meeting and for the opportunity to tender for being involved with various aspects of the Plan. He said that as Brighstone was a Rural Service Centre, consultation should be extended to neighbouring areas and public meetings held in those areas.

All had received a copy of Mr. Brownscombe`s proposal, with costings for various aspects. Mr. Brownscombe said that available money to produce a Plan was an issue. Following discussion, it was agreed that a contract with Mr. Brownscombe was agreed, in principle, subject to ratification by the Parish Council, with sections 1 and 2a being undertaken. As the plan progressed, decisions on the other sections could be taken later. Mr. Brownscombe confirmed he was happy to proceed on this basis and could start at the beginning of December. The cost of writing the plan had to be sought. Mr. Brownscombe offered to provide a quotation for writing up the plan for submission based upon draft documents produced by the Steering group.

Funding was discussed and Mrs. Chorley proposed that full funding be applied for from LOCALITY, all in agreement. Mr. K. Taylor would complete the on line Application, in draft, for submission and signing by the Parish Council.

**5. HOUSING QUESTIONNAIRE:** Mrs. Chapman explained that the IW Council's template had been used with personal information omitted. Various amendments were suggested by members. Mrs. Chapman would circulate an amended version to the Clerk for sending to all members and the Parish Council. Once agreed, this would need to go to the IW Council for approval.

**6. PUBLICITY GROUP: Newsletter.** Mrs. Chorley had drafted an insertion for the Dec/Jan Newsletter which was a summary of the Neighbourhood Plan and emphasising that this would cover the whole of the Parish and required involvement from all areas.

**Website.** Mrs. Chorley had created a section for Neighbourhood Plan which included a Summary, Updates, Agendas and Notes.

**Banner.** Mrs. Bentley had obtained 2 estimates for the creation of a banner, plus the logo and wording. The first was for £55 +VAT plus £30 + VAT for artwork and text change to the banner. The second was for £43.40 + VAT for artwork but a replacement banner would be required each time a change of text was needed. Following discussion, it was agreed that the first quotation should be accepted which was for Signpost Express.

Suitable sites needed to be found for the display of the Banners. Mr. Brownscombe said that a Banner may only be displayed at a location for a total of 28 days in any one year.

**Posters.** It was agreed that these should be in colour, size A4 and displayed on 6 Boards in the Parish.

**7. TIMETABLE OF WORK:** Mr. K. Taylor had drafted a Timetable and was thanked for this by the Chairman. Mr. Brownscombe felt that the timing was a little too generous. The Clerk to send him a copy, for amendment. The draft indicative timetable for the four main stages was agreed. The Clerk to send to the IW Council, as it requested.

**8. COSTS:** Mr. Hallums said that M. Peter Griffiths had confirmed that the IW Council would print the Housing Questionnaire and undertake the initial analysis, free of charge. The Group would be responsible for delivering and collecting the questionnaires to households, then delivering them to Mr. Griffiths for initial analysis. Following this, a joint meeting would be held. Some members were a little concerned about data ownership and possible time to undertake the initial analysis. Mrs. Brown offered to speak to Mr. Griffiths for clarification. Mr. Brownscombe said that Survey Monkey could be used by a few volunteers, free of charge, for an analysis.

**9. OTHER MATTERS: Sustainable Communities.** Mr. Taylor said that, under the Sustainable Communities Act, Parish Councils could now make formal proposals to the DCLG for schemes to benefit their local residents which the local authority had not provided. He felt that ideas for such proposals could arise from the Neighbourhood Plan Consultation process and suggested making this known and seeking such ideas at the consultation meetings.

**10. DATES of next MEETINGS:** Wednesday 4<sup>th</sup> December and Tuesday 7<sup>th</sup> January, both at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the Meeting at 9.56pm.



**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
4th DECEMBER 2013 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, C. Keith, O. Mattsson, S. Smith, A. Taylor, K. Taylor, Mesdames , J. Brown, S. Chorley, R. Heib, J. Kirby, A. Mariner, W. Simmons

**APOLOGIES for ABSENCE:** Mesdames C. Bentley, A. Chapman.

**1. WELCOME:** The Chairman welcomed everyone to the meeting.

**2. TO CONFIRM the NOTES of the 6th NOVEMBER 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** Mr. Ken Taylor said an e-mail had been sent to the businesses and two responses had been received. Brighstone was now on the website. Four Parish Councillors had agreed to form a group to take forward the project to enhance tourism. Visit IW Ltd. had offered to make 3 videos – of village life, walks and cycling and one of own choice and has invited the group to visit its office to discuss the videos. It was hoped to have the first of these on its website by February. Ideas were requested.

Mrs. Chorley said amendments to the `Explore Brighstone` leaflet had been agreed and was now completed. This would be put on Visit IW Ltd. website and also on that of WWLP later on.

Following a response to the e-mail to local businesses from Dinosaur Expeditions, these had been added to the leaflet. Messrs. Mattsson and Smith, of Dinosaur Expeditions, were welcomed to the meeting. They explained that they were based at Lower Sutton Farm and would lead expeditions to find fossils plus exhibits in the farm barn would be on show from March to October. Expansion would take place gradually.

**4. WRITING up of the PLAN:** Proposal had been received detailing the work and costings – the latter for 12 days consisting of 96 hours at £22 per hour - £2112. Mr. Brownscombe did not envisage that more hours would be required but should this be the case, re-negotiations would take place. The Contract to be ratified by the Parish Council.

**5. CONTRACT with MR. JOHN BROWNSCOMBE:** Many drafts of this had been circulated which members found to be confusing. The Chairman asked that any recommended amendments to draft documents should be made by e-mail, rather than changes to the original documents, for discussion at the next meeting. All agreed. Mr. Ken Taylor explained that his reasons for suggesting amended documents included incorporating Mr. Brownscombe`s work in writing up the Plan and that the Parish Council had decided on 13<sup>th</sup> November to compare Mr. Brownscombe`s draft contract with a draft drawn up by him. Mr. Brownscombe said that there would be a lot of communication throughout the Plan process, so he was proposing that outside of work with groups or the Steering Group, all general communications would be via Mrs. Mariner. He would consider Mr. Taylor`s suggestions and send his Final Draft Contract to Mrs. Mariner for circulation to Parish Councillors for ratification at their next meeting. All in agreement.

**6. SUBMISSION to LOCALITY for FUNDING:** This had been drafted by Mr. Ken Taylor for the Chairman to complete, on line, as was required.

**7. TO AGREE AMENDED HOUSING QUESTIONNAIRE:** Mr. Brownscombe said Mr. Peter Griffiths had recommended that a question, asking for household income, for those with a housing need, be included. It was agreed that this should be included in Section B, be optional and emphasised that the information was anonymous. Mr. Brownscombe to send an amended Draft to Mrs. Mariner for forwarding to those who had not seen the last draft.

Mr. Brownscombe would send the Questionnaire to the IW Council, for printing free of charge. It was not known how long the analysis by the IW Council would take as it would be undertaken by an employee in normal working hours.

It was agreed that delivery of the Questionnaire to households would be undertaken by volunteers in early February, and be collected by 24<sup>th</sup> February at the latest. Volunteers to start to collect the Questionnaires after 2 weeks. Mrs. Mariner to send Mr. Brownscombe a list of lanes and roads within the Parish.

**8. PUBLICITY GROUP: Communication.** Mrs. Kirby had raised interest at the WI Meeting. The group felt there was a need to find a representative from Brook. It was suggested that Mr. Ken Taylor talk to those who attend the monthly Coffee Mornings in the Seely Hall. Cllr. Seely had written a piece in the December Beacon. All in agreement for the design of the Posters.

**Logo.** Various options were shown and discussed and decided upon for Posters and Banners.

**Banner.** It was agreed that 3 would be sufficient to be placed in Limerstone, Brighstone and Brook. Each Banner would cost £55 + VAT plus £30 + VAT for artwork and text changes to each banner. Permission from owners for displays to be verified.

**9. TIMETABLE OF WORK:** Mr. Brownscombe said the Housing Survey timescale had already slipped causing the Communications/Consultations Strategy to also slip. He felt that the latter needs to start as soon as possible. He said that agreed wording to describe the Neighbourhood Plan, when communicating to individuals/groups, required agreement. He said he would draft a suggestion.

Mr. Brownscombe asked that the Housing Survey; Communications/Consultations Strategy/Revised Project Plan and Parish Profile should be Agenda Items for the January Meeting.

Mr. Brownscombe said he would obtain large scale maps from the IWC showing settlement boundaries/environmental and historical data/ Rural Service Centres/Conservation Areas/etc. These would cost £10 each.

A Communications/Consultations Strategy Group was formed comprising Mr. Keith and Mesdames Brown, Chorley and Kirby.

A Parish Profile Group was also formed comprising Messrs. J. Cirrone, P. Hallums, A. Taylor, Mesdames Heib and Simmons.

**10. OTHER MATTERS:** None.

**11. DATE of next MEETING:** Tuesday 7<sup>th</sup> January, at 7.30pm.

The Chairman thanked everyone for attending and closed the Meeting at 9.56pm.



**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on TUESDAY  
7th JANUARY 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, C. Keith, O. Mattsson, H. Murray-Smith, A. Taylor, K. Taylor, Mesdames , C. Bentley, S. Evensen, S. Chorley, R. J. Kirby, W. Simmons together with Mrs. A. Mariner, Steering Group Administrator.

**APOLOGIES for ABSENCE:** Mesdames, J. Brown, R. Heib.

**1. WELCOME:** The Chairman welcomed everyone to the meeting and wished all a Happy New Year.

**2. TO CONFIRM the NOTES of the 4th DECEMBER 2013 MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**3. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** A date for 4 Councillors to meet had not yet been agreed but a meeting would be arranged very soon. The purpose of this meeting was to discuss the proposals from Visit IW Ltd. to visit its office and discuss the making of 3 videos. Mr. Mattsson asked to be kept informed of progress with Visit IW Ltd.

The up-dated `Explore Brighstone` Leaflet was now on the Visit IW Ltd.`s website.

Mr. K. Taylor had distributed a leaflet to all who had attended the Seely Hall Coffee Morning in order to help to inform people about the Neighbourhood Plan. Others, involved with the Seely Hall, would also receive the information.

**(ii) Maps.** Mr. Brownscombe said these had been printed and available to see this evening. He suggested that he keep the maps and bring them to each meeting.

**4. LOCALITY.** The Chairman said, that with the help of Mr. K. Taylor and Mrs. Chorley, this had been completed, on line, and had been submitted on the 6<sup>th</sup> January. The Application should be acknowledged within 10 days.

**5. HOUSING QUESTIONNAIRE.** A few minor amendments had been suggested and these were agreed. Mr. Brownscombe would circulate the Final Draft to members and to the IW Council for printing. He would ascertain from the IW Council the approximate timescale for this but it was envisaged that they would be available for delivery to households by 3<sup>rd</sup> February. It was confirmed that on the second, but unsuccessful, visit to collect the questionnaires, volunteers would put a slip through the door asking for the completed questionnaire to be put in the Box in The Village Shop. Also, if the questionnaire had been mislaid to contact the Administrator for another copy.

It was resolved that 1000 questionnaires be printed; these would cover the 860 odd households plus spare copies. Those present gave their addresses to Mr. Brownscombe who would suggest appropriate areas for them to deliver and collect questionnaires. Addresses of those not present to be given to Mr. Brownscombe by the Administrator.

The Administrator would order 1000 C5 size manilla envelopes and use the existing Brighstone Parish Council stamp on each envelope.

**6. PUBLICITY GROUP:** A price of £60 plus VAT had been received for each Banner; 3 Banners to be ordered. These would be located on the hedge of Virginia Cottage, Limerstone, facing east; at the Seely Hall, Brook and on the wall of Dream Cottage. The Banners would remain in any one location for no more than 2 weeks at any one time. The Banner on Dream Cottage would remain for one week only, then be moved to Lilygrove for the second week. Posts may be required for the Banner at Limerstone.

An insert in the February Newsletter would be required informing people of the need to complete the Housing Questionnaire.

Delegation was given to the Group to decide on the wording for the Banners. In addition the Group would prepare posters for display on the Parish Notice Boards, Brook PO and all the other local retail outlets including the Public Houses, Surgery and School. An insertion would be put in Village Talk, IW Radio and on the website.

**7. COMMUNICATION/CONSULTATION GROUP:** Mr. Brownscombe said that this group needed to meet as soon as possible and tie in with the Publicity Group. He would try to find a day and time suitable to most. Mrs. Simmons agreed to join this Group.

**8. PARISH PROFILE GROUP:** Mr. Brownscombe would e-mail those who were interested in order to arrange a meeting. This Group would draw up a complete picture of the parish as it is to-day.

**9. PROJECT PLAN UP-DATE:** Mr. Brownscombe said this had not yet been up-dated. The projected dates had slipped a little but there was no cause for concern at this stage.

**10. OTHER MATTERS: Funding.** It was hoped that the allocation from Central Government would be received from the IW Council at the end of January.

**Admin.** The Chairman said that from now on Mrs. Mariner would be known as the Steering Group Administrator.

**Housing Questionnaires.** The Administrator said she would confirm with Mr. David Hollis for a box to be placed in his shop and she said she would make the box.

**Additional Member.** Mrs. Daphne Brooke-Smith would like to join.

**11. DATE OF NEXT MEETING:** Wednesday 5<sup>th</sup> February at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 8.45pm.



# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

**NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY  
5th FEBRUARY 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.**

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, D. Hollis, A. Taylor, K. Taylor, Mesdames, D. Brooke-Smith, A. Chapman, S. Chorley, R. Heib, J. Kirby, W. Simmons together with Mrs. A. Mariner, Steering Group Administrator.

**APOLOGIES for ABSENCE:** Mr. C. Keith, Mrs. C. Bentley.

**1. WELCOME:** The Chairman welcomed everyone to the meeting and thanked Mrs. Brooke-Smith for joining the group.

**2. DECLARATIONS of INTEREST:** None declared.

**3. TO CONFIRM the NOTES of the 7th JANUARY MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**4. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** A meeting between the Tourism Group and Visit IW Ltd. had been arranged for the 13<sup>th</sup> February at their Offices in East Cowes. The group had ideas and proposals for promoting Brighstone Village and Businesses, which they would put to Visit IW Ltd., for the making of videos.

Mr. Brownscombe asked if the Tourism Group might become a Focus Group and take forward the Tourism concept for the Neighbourhood Plan.

**(ii) Banners.** Mr. K. Taylor had been asked by Mr. Haviland to raise the possible problems with using stakes for the Banner in these high winds. He had suggested securing the banner to the seat on the forecourt at Seely Hall.

**5. LOCALITY.** The Chairman said that 99% of the funding applied for had been confirmed and £6930 would be transferred week beginning 10<sup>th</sup> February. He had been told that additional funding might be available from LOCALITY and further information on this would be received during February.

Mrs. Chorley said that additional funding, if available, would be useful as additional resources would be required for communicating the Neighbourhood Plan to residents, which would take time and money.

**6. HOUSING QUESTIONNAIRES:** Mr. Brownscombe thanked everyone who had delivered the Questionnaires over last weekend. Mrs. Heib said she was having difficulty locating residents at Brighstone Holiday Centre, but would persevere. The Administrator said she had already collected 24 envelopes from the Box in the Village Shop. Mr. K. Taylor offered to make a larger box and this offer was accepted.

It was suggested that in order to get a clearer analysis of the Questionnaires completed and returned, figures for holiday homes/second homes would be required. These might be available from Census and Electors' Registers. In addition it would be useful to have a cross reference for returns with the returns being numbered. Mr. Brownscombe to talk to Peter Griffiths to ascertain whether they wished the returns to be

received in or out of the envelopes and whether they would be prepared to number the returns, using these numbers on their results sheets.

It was agreed that the returns would be brought to the School on the evening of 28<sup>th</sup> February between 6.30pm – 7.30pm . Mr. Brownscombe would then take these to Peter Griffiths.

**4<sup>th</sup> MARCH 2014.**

**CHAIRMAN.**

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The timescale for return of the data was not known; this was dependent on the number of returns and the workload of the IW Council. Mr. Brownscombe suggested it could be as long as 2 months. The Final Analysis would probably need to be undertaken by the Steering Group.

**7. PUBLICITY SUB-GROUP:** Mrs. Simmons said that the wording for the Banners, Posters, Newsletter, Brighstone Buzz and Village Talk had been agreed and implemented. As yet, IW Radio had not been contacted. Mrs. Chorley said details were on the website under the Local Listing of Events section; the Neighbourhood Plan section and the News Posting section. Vix Lothion had kindly agreed to also put details on the Facebook Group. The Banners would be erected this weekend. Another meeting of the Group would be held next week.

**8. COMMUNICATION/CONSULTATION SUB-GROUP:** This group had met and had discussed Consistency and Structure. These would be highlighted using bullet points/lists/tables. There needed to be key principles/messages used in communications within the sub groups and all of this required to be recognisable and understandable for and by the Public. A list of stakeholders i.e. groups and organisations needed to be compiled together with an action plan. Mr. K. Taylor suggested that this list should be linked with the website.

**9. PARISH PROFILE SUB-GROUP:** The group had considered social and economic issues. The 5 key areas to be considered were housing; transport; employment; population and health. The 2011 Census depicts qualifications of people but not skill/knowledge. Businesses will be included and local knowledge was vital. The Historic Environment will be considered at a later stage. It was suggested that Mr. David Motkin might like to be involved as he has a vast amount of knowledge on this.

**10. PROJECT PLAN UP-DATE:** Mr. Brownscombe said he would send the up-date via a link to the website which would need to be downloaded using free software. He anticipated that the Communications/Consultation Strategy would be finalised by the end of February; the Parish Profile by the end of March and an initial review of the Parish Plan and the Village Design Statement would need to be included. Everything needed to fit in with the Policies in the Island Plan. Mrs. Chorley said she had the information on these Policies which she would send to Mr. Brownscombe.

Topic Groups would be set up in April and run through to June. The immediate priority was to raise awareness, of the Neighbourhood Plan, in the community. This would be by way of Drop-in Sessions in Brighstone and Brook and would set out what the Steering Group was doing; how it reached the present stage; how to win residents` interest and how they could become involved. It was suggested that a Coffee Morning might be held in April; a Residents` Survey in May and a `Planning for Real` event in June.

Mr. Brownscombe said that the next few months would be busy and would include looking at information gained from the surveys and groups and taking into account residents` opinions. He considered that a Communication & Consultation Sub-group meeting might be necessary. Mr. K. Taylor asked Mr. Brownscombe to produce a list of dates and actions required which he agreed to do. In addition, he intimated that, should adoption of the Neighbourhood Plan fail, the Parish Plan and VDS would still need to be updated to remain relevant for the Parish. Mr. Brownscombe thought that they were two different processes.

**11. OTHER MATTERS:** None.

**12. DATE OF NEXT MEETING:** Tuesday 4<sup>th</sup> March at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.15pm  
**4<sup>th</sup> MARCH 2014.** **CHAIRMAN.**

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# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on TUESDAY 4th MARCH 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, C. Keith, A. Taylor, K. Taylor, Mesdames, C. Bentley, D. Brooke-Smith, A. Chapman, S. Chorley, S. Evensen, R. Heib, J. Kirby, W. Simmons, 2 Visitors, together with Mrs. A. Mariner, Steering Group Administrator.

**APOLOGIES for ABSENCE:** None received.

**1. WELCOME:** The Chairman welcomed everyone to the meeting, including the two visitors.

**2. DECLARATIONS of INTEREST:** None declared.

**3. TO CONFIRM the NOTES of the 5<sup>th</sup> FEBRUARY MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman, subject to the following amendments:-  
**Page 1 – MATTERS ARISING – Visit IW Ltd. – Second Para. `suggested that this` to be replaced with `asked if the`.**

**LOCALITY – the words `Direct Funding` to be replaced with `LOCALITY`.**

**Page 2 – PROJECT PLAN UP-DATE – First Para. Second Sentence – the word `Strategy` to be inserted after `Consultation`**

**Third Para. Last Sentence to read `Mr. Brownscombe thought that they were two different processes`.**

**4. MATTERS ARISING: (i) Visit Isle of Wight Ltd.** The making of the first of three Videos will take place on Friday 21<sup>st</sup> March and involve talking with the owners of the businesses in Brighstone Village Centre, and concentrate on aspects of village life. The second Video will extend to the outer areas of the Parish.

**5. FUNDING:** The possibility of any additional funding from LOCALITY was still awaited. The grant of £4000 from the IW Council had been confirmed. The Administrator had supplied all the relevant information requested in order that this funding could be processed.

**6. HOUSING QUESTIONNAIRES:** The Chairman thanked John Brownscombe for his work involved with these, and all the members who had distributed and collected the Questionnaires. John Brownscombe said that almost a 71% return rate had been achieved. It was hoped to be able to include the number of holiday/second/empty properties as these had an effect on the return rate. John Brownscombe asked for members to let him have figures for the number of holiday/second/empty properties in the areas in which they delivered the Questionnaires.

The IW Council had apologised and said it would be unable to start collating the information from the Questionnaires until May and were unable to give a time frame once the work was started. However, it could undertake the Analysis. The options for collating the information were:-

- a) Wait for the IWC to be able to undertake collating
- b) Find an outside body willing to undertake collating, either on the island or off – cost?

- c) John Brownscombe was willing to undertake collating
- d) Swap with another Council

The disadvantages were:-

- a) The information would not be available to share with the public at the anticipated Open Days in April
- b and c) Costs and there could still be a delay to the projected time frame if b) was chosen
- d) Could be seen as not totally impartial
- e) Risk of any major planning application being submitted

The decision on the way forward would be made by the Parish Council at its meeting on 12<sup>th</sup> March. In the meantime John Brownscombe was asked to contact firms to ascertain whether they would be willing undertake the collating and the costs.

**7. PUBLICITY SUB-GROUP:** All had been sent a copy of the Notes via e-mail. Mrs. Simmons said that feedback had been received that the Posters were not bold enough to catch the eye and coloured paper had been suggested. In addition an acknowledgement of funding from LOCALITY needed to be included. The proposed Action Plan was noted. The use of e-mail addresses could be an issue and needed to be addressed. The next meeting would be held on 10<sup>th</sup> March.

**8. COMMUNICATION/CONSULTATION SUB-GROUP:** It was hoped to be able to hold Drop-In Sessions in the Wilberforce Hall and the Seely Hall in late April/May dependent on bookings. Mr. K. Taylor would ascertain free Saturdays for the Wilberforce Hall and Mrs. Brooke-Smith for the Seely Hall. The Sessions would include a fun element; glossary of work; displays of work and the raw data of the Housing Surveys. A Parish Council presence would be appreciated and tea/coffee/biscuits would be available. Messrs. Cirrone, K Taylor and Mesdames Chorley and Heib would definitely be attending. John Brownscombe suggested the Sessions would be open from 10am to 2pm but help with setting up and dismantling would be required before and after. He asked for members to send him ideas for the Drop-In Sessions.

As the Communication/Consultation Strategy Group's work was almost finished, John Brownscombe suggested the setting up of an Events Sub-Group. Members volunteering for this were Messrs. C Keith and K. Taylor, Mesdames Chorley and Evensen.

A Residents` Survey needed to be undertaken in June to gain opinions, and questions required to be formulated. Those joining the Consultation sub-group were Messrs. A. Taylor, K. Taylor and Mrs. R. Heib. The Banners would be altered for this and displayed to promote the Residents` Survey.

**9. PARISH PROFILE SUB-GROUP:** The next meeting would be on 6<sup>th</sup> March. This sub-group would be identifying trends/demographics/needs/gaps in provisions/etc. In addition an overview of the Parish Plan and VDS would be undertaken and parts of these used as evidence for the Neighbourhood Plan.

**10. TOURISM SUB-GROUP:** Members of the Visit IW Ltd. Working Group had confirmed they would be willing to be the Tourism sub-group with the addition of Mrs. Bentley plus any others involved with tourism. It was agreed that Tourism sub-group would replace Visit IW Ltd. on future Agendas.

**11. PROJECT PLAN UP-DATE:** John Brownscombe had e-mailed this to all members. It was felt that a timetable in the format of months was more easily read. Mr. K. Taylor would draft such a timetable in blocks of 6 months.

**12. OTHER MATTERS:** None.

**13. DATE OF NEXT MEETING:** Wednesday 2<sup>nd</sup> April at 7.30pm, same venue.  
The Chairman thanked everyone for attending and closed the meeting at 9.12pm



# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on WEDNESDAY 2<sup>nd</sup> APRIL 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, A. Taylor, K. Taylor, Mesdames , C. Bentley, S. Chorley, S. Evensen, R. Heib, , W. Simmons, 3 Visitors, together with Mrs. A. Mariner, Steering Group Administrator.

**WELCOME:** The Chairman welcomed everyone to the meeting, including three visitors.

**1. APOLOGIES for ABSENCE:** Messrs. C. Keith, P. Hallums, Mesdames A. Chapman, J. Kirby.

**2. DECLARATIONS of INTEREST:** Mrs. S. Evensen declared a Personal Interest in relation to Item No. 6 Housing Questionnaires/Housing Survey.

**3. TO CONFIRM the NOTES of the 4<sup>th</sup> MARCH MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman, subject to the following amendment:-  
`Date of Meeting to be changed from 5<sup>th</sup> March to 4<sup>th</sup> March.`

#### **4. MATTERS ARISING:**

**(i) Funding. LOCALITY** – The Chairman confirmed that at the beginning of each month LOCALITY was offering direct support comprising services and skills but not additional financial support. Mr. Brownscombe Felt that there may be scope to ask for assistance for the planned Consultation event, particularly if we use a `Planning for Real` approach. However, the Advisors would not have the necessary local knowledge and may not be au-fait with the Island Plan Core Strategy, so the offered help from Ollie Boulter may be preferable. Concern was voiced over the potential implications of a reduction in grant funding should we use direct support for items covered in the grant. This would need to be checked. Mr. Cirrone would send Mr. Brownscombe the e-mails he had received from LOCALITY.

**IW COUNCIL** – The Administrator confirmed that £4000 had been received from the IW Council.

**5. TO CONSIDER TRAINING THROUGH IWALC:** Following discussion, it was agreed that anyone who felt that they had a specific training need should e-mail Mr. Brownscombe. Whilst the Project Manager felt that at present, from his perspective, there was no identified training need, there may be some training required in the future for specific parts of the process. Following discussion, it was resolved that dependent upon the level of contact from members, Mr. Brownscombe would ask IWALC if it was considering offering training, and if so, what sort of training.

**6. UP-DATE ON DATA COLLATION OF THE HOUSING QUESTIONNAIRES:** This was progressing well and should be completed by mid April. To-date 490 questionnaires had been processed. Mr. Brownscombe had spoken to Peter Griffiths who had given the undertaking to carry out the analysis and write up the report by the end of May.

Mr. Hallums had obtained figures from the IWC for empty properties of which there were 76 in Brighstone Parish comprising 59 furnished but not second homes; 2 unoccupied/unfurnished; 4 undergoing structural repair; 10 long-term empty plus 1 additional long-term empty.

These figures had only very recently been received and would be studied in detail by Mr. Brownscombe. We can use these to readjust the percentage return of Housing Surveys by removing known empty properties from the overall household figures.

**7. TO DISCUSS ANY MATTERS ARISING FROM THE SUB-GROUPS: (Notes previously circulated and read). PUBLICITY** - Next meeting to be held next week. Decisions have to be made on the format and content for the Residents` Survey (this will be discussed at the Consultation Group). No questions were raised.

**PARISH PROFILE** – Although the village Design Statement is on the Parish website, the Up-dated Parish Plan is not and needs to be. There was some discussion as to the scope of these documents and their relationship with the new Neighbourhood Plan. Many of the current `guidance` points in the VDS are likely to evolve into policies in the new NP. The more aspirational elements of the Parish Plan, those parts of the VDS which are not directly related to planning policy and other aspirational views captured in the NP process, will need to be incorporated into either an Action Plan for the Parish Council or a new Parish Design Statement. There was discussion about infrastructure such as broadband, drainage, mains gas, etc. It was felt that we need to include a section or mention on infrastructure in the Parish Profile – although for some aspects it would be difficult to find detailed statistical data. Questions could be included in the Residents` Survey to address this lack of information. Mr. Brownscombe was in the process of putting together information from the group and would be included in the Drop-In Sessions to be held in May. He thanked all members for their hard work on the Parish Profile.

**8. TO DISCUSS THE `DROP-IN` EVENTS:** A meeting of the Events Group will take place on Thursday 3rd April from 4.30pm – 6.30pm at Lilygrove, to discuss the `Drop-In` Events. Consideration needs to be given on information for the public about the Neighbourhood Plan – what is the Plan?; what is it for?; facts/figures about the parish; possibly a quiz, etc. The `Drop-In` Events are to be held on two Saturdays in May from 10am – 2pm in the Seely Hall, Brook and the Wilberforce Hall, Brighstone. These will be the first real chances for people to ask questions and to be told the purpose of the Plan. People need to be encouraged to attend and it was agreed that the Banners should be displayed, in advance, for both events, in the same venues as last time. Mrs. Bentley was asked to enquire about adequate timescale for the wording to be changed for Banners. The expenditure, associated with the changes to Banners, was ratified by the Steering Group. In addition, the Events will be advertised in the Newsletter; on the Website and on Posters. Funding Source for the production of the Neighbourhood Plan needs to be acknowledged on all formal published documents but not necessarily acknowledged at other produced materials.

**9. RESIDENTS` SURVEY:** An inaugural meeting of the Consultation Group will take place on Thursday 3<sup>rd</sup> April from 10am to 12pm at Brambletye, to discuss the consultation process for the Neighbourhood Plan. The main issue would be the discussion of the Residents` Survey. Mr. Brownscombe suggested that members look at that for Much Wenlock on the website to obtain ideas for questions. He said careful consideration needs to be given to the wording in the survey in order to obtain information which is required, and will help with the process e.g. where housing is required. There was discussion about how to cover issues of site allocations. It was agreed that information should be given on the IWC SHLAA sites and the policy context of the Rural Service Centre. It should be emphasised that these areas, for possible development, in Brighstone, as a Rural Service Centre, have been identified by the IWC and not the Parish Council. Members noted that SHLAA is under review at present. All questions need very careful consideration. Residents could then suggest where they felt any new development should be located in the parish. This could then be considered by the Steering Group along with other constraints and policies before an initial idea of sites is put forward for further community consultation.

**10. PROJECT PLAN UP-DATE:** Mr. Brownscombe thanked Mr. K. Taylor for the Project Plan Timetable, which had been circulated to all members. He was pleased that all was on track but said everyone needed to keep up the momentum.

**11. OTHER MATTERS: Position Statement.** Mr. Brownscombe felt that a Position Statement was required stating the way in which any large Planning Applications, submitted during the Neighbourhood Plan process, would be dealt with. He felt that this would help to pre-empt any risk of confusion in the community between the NP process and any other large scale and potentially sensitive development proposals that may come forward. It is important that should this happen it doesn't derail or undermine the strategic and spatial process of the Neighbourhood Plan. This position statement should be the Parish Council's view. He would provide several draft wordings for consideration by the Parish Council who can then decide if this is the best way to proceed. This Position Statement would be used only if such an eventuality occurs and would then be publicised through the usual channels.

**12. DATE OF NEXT MEETINGS:** Tuesday 6<sup>th</sup> May and Monday 2<sup>nd</sup> June, both at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.20pm

**6<sup>th</sup> MAY 2014.**

**CHAIRMAN.**

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# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on TUESDAY 6<sup>th</sup> MAY 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, C. Keith, A. Taylor, K. Taylor, Mesdames , C. Bentley, S. Evensen, R. Heib, , W. Simmons, together with Mrs. A. Mariner, Steering Group Administrator.

**WELCOME:** The Chairman welcomed everyone to the meeting and thanked them for attending.

**1. APOLOGIES for ABSENCE:** Mesdames A. Chapman, S. Chorley, J. Kirby.

**2. DECLARATIONS of INTEREST:** None declared.

**3. TO CONFIRM the NOTES of the 2<sup>nd</sup> APRIL MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

### **4. MATTERS ARISING:**

**(i) Funding. LOCALITY** – The Chairman said that Locality had sent information about their on-line best practice forum.

Mrs. Mariner said that in regard to the funding which had been received from LOCALITY, 10% had been withheld until the end of the Project.

**(ii) Training.** Mr. Brownscombe said no one had approached him requesting training. The offer was still open if anyone felt they would benefit from training, now or in the future.

**5. HOUSING SURVEY RESULTS:** Mr. Brownscombe said that the way that Survey Monkey presents the statistical results could be misleading and is not necessarily providing the information we needed for displays at the Information Days. There is also a large amount of written comment which, he and Mrs. Chorley, would be coding into categories to allow objective analysis. Mr., Brownscombe was asked to send links to the information that would be on display at the Information days to all members if the Steering Group, to which he agreed.. Mr. Peter Griffiths was working on the Final Analysis and Report based on the Housing Survey, which will include the detailed assessment of Housing Need. The Parish Council to be asked to send a letter of thanks to the AONB Unit for its work in collating the results.

**6. TO DISCUSS ANY MATTERS ARISING from the SUB-GROUPS: (Notes of all meetings previously circulated for reading).**

**Publicity** – None.

**Events** – None.

**Consultation** – None.

**Tourism** – Mr. Brownscombe asked to be included to receive agendas and first draft of the meeting notes from this sub-group. Mr. Taylor asked Mr. Brownscombe to send requests for agenda items. The Chairman said that David Thornton would be visiting Brighstone again next week to continue videoing in the Village Shop.

**7. INFORMATION DAYS:** Mr. Brownscombe said he was working on graphs, pie charts and maps which would be available for the first of the Information Days to be held in the Seely Hall on 10<sup>th</sup> May. In addition there would be Display Boards, on tables, with the topics/themes likely to appear in the Neighbourhood Plan; a Leaflet explaining the Plan; a Quiz comprising 11/12 questions, the answers to which would be on the Display Boards; a Rolling Photo Display and free Tea/Coffee/Cakes.

Mr. Brownscombe assured members that he was willing to answer any awkward questions if the members felt unable or not confident to do so.

Members asked that a list of Steering Group Members be on display, so that the public knows who are involved, plus name badges. Mr. Brownscombe agreed to undertake these.

Mr. Haviland, Ward Member for Brook, had been invited to attend.

**ROTA – Seely Hall – 10<sup>th</sup> May**

**9am – Noon**

Mr. Brownscombe  
Mrs. Brooke-Smith  
Mrs. Evensen  
Mrs. Heib  
Mrs. Kirby  
Mrs. Mariner

**Noon – 3pm**

Mr. Brownscombe  
Mr. Cirrone  
Mr. Hallums  
Mr. Keith  
Mr. Taylor

**Wilberforce Hall – 24<sup>th</sup> May**

**9am – Noon**

Mr. Brownscombe  
Mr. & Mrs. Cirrone  
Mrs. Chorley  
Mrs. Heib  
Mrs. Mariner  
Mrs. Simmons

**Noon – 3pm**

Mr. Brownscombe  
Mr. Cirrone  
Mr. Hallums  
Mr. Keith  
Mrs. Mariner  
Mr. A. Taylor  
Mr. K. Taylor

**8. RESIDENTS`, YOUTH and BUSINESS SURVEYS:** The Consultation Sub-Group would be meeting next week to refine the second draft of the Residents` Survey, also to consider a First Draft of the Business and Youth Surveys. Concerns were expressed about the current draft of the Residents` Survey which included Question A3 missing; B3 not to be included; B8 may not be necessary and D3 may not bring a response. One member expressed concerns that certain questions were worded in a way which may have the potential to be perceived as these issues having been pre-judged by the Steering Group. Mr. Brownscombe said that the wording of the Survey had to be influenced by the Island Plan with their being no benefit in implying that choices which were not in line with the Island Plan would be possible. He also stated that the design of the draft had been based on the Much Wenlock Plan Survey which is often cited as being a good template. However, he agreed that the language needed to be balanced. To include the options of `Don`t know/Prefer not to say`; Introductory Paragraphs were needed and yet to be drafted; to change the word `allocation` of land (which could imply that the Plan will be doing this); clarify issues around employment, and to generally consider the overall tone of the document in an attempt to make it as neutral as possible

The Survey needed to be finalised within the next 2/3 weeks for circulation mid June.

- (i) **Logistics.** Mr. Brownscombe had hoped that the same people who delivered/collected the Housing Surveys would be able/willing to do the same for the Residents` Survey. However, some people were unable so to do. Mr. Hallums offered to cover Mrs. Kirby`s area. Mesdames Chorley and Bentley would be liaising to cover each other`s areas for collection/delivery to deal with holidays.

Mr. Brownscombe suggested using a stamp to emboss the first sheet of the Surveys; this would eliminate any suggestion of the surveys being photocopied. Members agreed to this – Mr. Brownscombe to purchase the Stamp.

Envelopes to be printed with `To be collected before (date)` – Mr. K. Taylor offered to do this. It was suggested that a `see-through` box should be placed in the Village Shop. This would encourage residents to complete and return their surveys, if not collected by a volunteer. Mr. Hallums would bring a box to the next meeting of the Consultation Sub-Group for discussion.

**9. PROJECT PLAN/PROJECT MANAGEMENT EXPENDITURE:** Mr. Brownscombe explained that for this third invoice, his hours had been exceeded by 36 as there had been a lot of preparation work required for the Information Days. The Invoice to be approved, for payment, by the Parish Council.

**Scoping Report.** Expenditure and undertaking for this had not been included in the original Contract. This needed to be considered and undertaken before the formulating of the policies. Mr. Brownscombe said he had the capacity to undertake the work if that was the wish of the Group and the Parish Council. He estimated that it would involve an additional 10 days work at a cost of £1760.

**10. OTHER MATTERS:** None.

**11. DATE OF NEXT MEETING:** Monday 2<sup>nd</sup> June, at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.22pm

**2<sup>nd</sup> JUNE 2014.**

**CHAIRMAN.**

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# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on MONDAY 2<sup>nd</sup> JUNE 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, P. Hallums, A. Taylor, K. Taylor, Mesdames , C. Bentley, D. Brooke-Smith, S. Chorley, R. Heib, W. Simmons, together with Mrs. A. Mariner, Steering Group Administrator.

**WELCOME:** The Chairman welcomed everyone to the meeting and thanked them for attending.

**1. APOLOGIES for ABSENCE:** Mr. C. Keith, Mesdames S. Evensen, J. Kirby.

**2. DECLARATIONS of INTEREST:** None declared.

**3. TO CONFIRM the NOTES of the 6<sup>th</sup> MAY MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**4. MATTERS ARISING:** None.

**5. HOUSING SURVEY RESULTS:** Mr. Brownscombe said the Report had been completed, in draft form, and, at this stage, circulated only to himself, the Chairman and the Administrator. This report relates only to Section B of the Housing Survey, a second Report will be issued relating to the rest of the Survey. Mr. Brownscombe had suggested alterations to some phrasing was needed. He had asked Peter Griffiths for clarification of concerns about large extensions of smaller properties, and whether this could be regarded as a Planning Consideration for inclusion in the Report. Mr. Brownscombe explained to the Group the methodology used by the IWC in preparing the report. This will now go to the Parish Council, for its June Meeting, for ratification.

**6. INFORMATION DAYS:** Both of these had been held, the first in Brook with 19 public attending and the second in Brighstone, with 101 public in attendance. Mr. Brownscombe said that those who had attended seemed genuinely interested and took time to look at the displays and to talk to himself and Group Members. Information from the displays to be put onto the website.

Mr. Brownscombe thanked everyone for their input and, in turn, he was thanked for all his hard work. He asked that letters of thanks to be sent to the AONB and the Countryside Section for the loan of the display boards and to Emma Brown for the loan of the Data Projector.

Mr. Brownscombe wished the Group to be aware that he had, again, exceeded his hours for this quarter. He hoped that quieter periods, later on in the Project, would help to compensate for this.

**7. TO DISCUSS ANY MATTERS ARISING from the SUB-GROUPS: (Notes of all meetings previously circulated for reading).**

**Publicity** – The Group had considered the effectiveness of the publicity and had considered having a presence at Brighstone Show and in the Village Centre with the suggestion of members wearing a sash or tee-shirt. Following discussion, as there would be no new information available to pass onto the public, it was decided, by a majority vote, not to use publicity of this kind at this stage of the Plan.

Mr. Brownscombe thanked Mrs. Simmonds for undertaking the changes to the website which includes provision for feedback, from the public, direct to himself.

**Events** – None.

**Consultation** – To be covered in Item No. 8.

**Tourism** – The Videos were still not completed and David Thornton was away until 11<sup>th</sup> June so could not be contacted. There were still some businesses not registered with Visit IW Ltd. so were not receiving the Industry updates direct with information on events. Mr. Taylor was forwarding this to them but may not continue to do so.

**8. RESIDENTS SURVEY:** Members agreed that the Chairman`s introduction should become an accompanying letter; the documents and letter should comprise no more than 27 pages; the front page should have 1.5 line spacing and a larger font; topics in the survey to be itemised for easy reference by residents and Question H1 to be removed. Mr. Brownscombe asked for any more comments to him by 21st June at the latest. Volunteers would be required to deliver and collect the Surveys and it was hoped those who were involved with the Housing Survey would be prepared to help with the Residents Survey.

Mr. K. Taylor would print the envelopes, C4 size, with the last date for collection or return of the Surveys., 11<sup>th</sup> July. A box would be available in the Village Shop for any Surveys not collected by volunteers. The packs would be available for collection on Friday 20<sup>th</sup> July between 6.30pm and 7.30pm. All agreed that the return cards be reduced in number. The front page of the Survey to be embossed to prevent photocopying.

Mr. Brownscombe asked Members to think about the collating of the data from the Residents Survey i.e. Members to undertake or the AONB to be asked, if available.

**9. YOUTH and BUSINESS SURVEYS:** Mr. Brownscombe said the Business Survey would be sent to Businesses for completion on line, if possible, or on paper.

The Youth Survey to be completed on line.

**10. OTHER MATTERS:** Mr. Brownscombe reiterated that he had already exceeded his hours and wished everyone to be aware of this.

**11. DATE OF NEXT MEETING:** Monday 21<sup>st</sup> July, at 7.30pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.30pm



# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING of the NEIGHBOURHOOD PLAN GROUP held on MONDAY 21st JULY 2014 at 7.30pm in BRIGHSTONE SCHOOL HALL.

**PRESENT:** Mr. J. Cirrone (Chairman), Messrs J. Brownscombe, A. Taylor, K. Taylor, Mesdames , C. Bentley, D. Brooke-Smith, S. Chorley, S. Evensen, R. Heib, W. Simmons, together with Mrs. A. Mariner, Steering Group Administrator. + two observers

**WELCOME:** The Chairman welcomed everyone to the meeting and thanked them for attending.

**1. APOLOGIES for ABSENCE:** Mr. C. Keith, Mr P Hallums Mrs. J. Kirby, Mrs A Chapman

**2. DECLARATIONS of INTEREST:** None declared.

**3. TO CONFIRM the NOTES of the 2<sup>nd</sup> JUNE MEETING:** Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

**4. MATTERS ARISING: House Extensions.** Further to a question raised at the last meeting Mr. Brownscombe had been advised by the Planning Dept. that an Article 4 Direction would be required to prevent extensions to existing properties and this would be very difficult to implement. He suggested that this issue could, if the group were minded to, be raised as part of the consultation process on the Consultation Days.

**5. TO DISCUSS ANY MATTERS ARISING from the SUB-GROUPS: (Notes of all meetings previously circulated for reading).**

**Publicity.** Advertising on the back page of the Newsletter had not been paid for. All agreed that these should be paid for plus the costs of future advertising. Wendy Simmons to check the number of back copies and the Administrator will ask for an Invoice, to cover these costs, from the Newsletter Treasurer.

Mr. Brownscombe thanked Chris Bentley for giving a presentation to the WI and Sue Chorley asked for a vote of thanks to Wendy Simmons for her work on the website which now has a lot more information.

**Tourism.** No matters arising.

**6. RESIDENTS and BUSINESS SURVEYS – Collation and Analysis.** - From the **Residents` Surveys** returned this evening, and not taking into account holiday properties, the provisional return rate was 42%. The provisional return rate, taking into account the holiday properties, was 47%. Surveys from two collectors were still awaited, these to be contacted.

**Business Surveys** – 49 were either delivered or sent via e-mail, 21 had been received which represented a current return rate of 42.8%. A further reminder e-mail will be sent to encourage more returns.

**Youth Surveys** - 4 returned to date. This survey was on-going. Mrs. Chorley suggested that the Tennis and Football Clubs could be contacted. Sally Evensen offered to contact the Tennis Club and Sue Chorley the Football Club. Contact had already been made with the School, Scouts, Guides and Youth Worker.

Mr. Brownscombe confirmed that youth included up to the 16<sup>th</sup> birthday. John Brownscombe to provide web link to survey to Sally Evensen and Sue Chorley

**Collation** – All agreed that the AONB Unit be asked to undertake this, Mr. Brownscombe would contact it.  
**Analysis** – Mr. Brownscombe would undertake this but would like help from some members of the group. Wendy Simmons, Rosamunde Heib, Sally Evensen and Daphne Denaro Brooke-Smith offered to help. Sue Chorley and John Brownscombe are currently coding the written comments from the Housing Survey,

**FUTURE MEETINGS:** The **Tourism** and **Publicity Sub-Groups** would continue to meet. The **Events** and **Consultation Sub-Groups** to combine. Mr. Brownscombe said that **Topic Group** Meetings were required at least monthly to address the 7 Topics in the Residents` Surveys which are likely to form chapters in the Neighbourhood Plan. Following much discussion about the format for future meetings, it was agreed that for September the Steering Group Meeting would commence at 7.15pm followed by the Topic Group Meeting at 7.30pm prompt. Depending on the amount of work covered in this first meeting, a decision whether to hold a second meeting in September would be made. Some Topics would need more work than others.

Mr. Brownscombe had sent out his Project Manager's Report which covered activities undertaken since the last SG Meeting and an overview of planned activities over the next few months. The Chairman and members of the SG thanked Mr. Brownscombe for this report.

**7. ALLOCATION of LOCAL SOCIAL HOUSING:** The Chairman said that the Parish Council had asked the Southern Housing Group whether the criteria for allocation of housing of the Fortunes Way properties could be for local people. Southern Housing had said this was not possible for existing properties but could be in the criteria for any new properties. However, under the Localism Act and following the completion of the Housing Survey, the criteria could be reconsidered. The first step was to obtain copies of the allocation criteria for Heath Gardens and Island Cottages properties. The Chairman had a copy of that for Heath Gardens, the Administrator to ask Island Cottages for a copy of its criteria. These can then be used as the basis for a request and discussion to include a mechanism for local connection criteria in future changes to tenancy at Fortunes Way.

**8. OTHER MATTERS: Project Manager.** Mr. Brownscombe stated that he had again exceeded his hours, for the last quarter by approximately 36 hours, and wished everyone to be aware of this. The Administrator to send details of the financial situation to all SG Members.

**IWC Planning.** The Administrator to ascertain whether the IW Planners need to be kept up-to-date with progress.

**Administrator.** The Chairman said that Avice Mariner was retiring as ClerkRFO/Registrar of BPC. A replacement had been offered the post, subject to satisfactory references, and was willing to take on the voluntary role of Administrator for the Neighbourhood Plan.

**9. DATE OF NEXT MEETING:** Tuesday 2<sup>nd</sup> September at 7.15pm, same venue.

The Chairman thanked everyone for attending and closed the meeting at 9.13pm



# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 2<sup>ND</sup> SEPTEMBER 2014 AT 7.30PM IN BRIGHSTONE SCHOOL HALL

**Present:** Wendy Simmons, Crispin Keith, Paul Hallums, Peter Jostins, John Cirrone,  
John Brownscombe, Arnold Taylor and Avice Mariner.  
Also present: Susannah Jennings (administrator) and one observer.

### **1. Apologies**

Daphne Brooke-Smith, Sally Evensen, Sue Chorley, Chris Bentley and Ken Taylor.

### **2. Declarations of Interest**

None declared

### **3. To welcome Susannah Jennings as the new administrator**

Mr John Cirrone introduced Susannah to everyone.

### **4. To agree and sign the notes of the 21<sup>st</sup> July meeting.**

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

### **5. Matters Arising**

i. IWC Planners to be kept up to date – Avice Mariner informed the group that she had updated Wendy Perera and Ollie Bolter of the Isle of Wight Council.

John Brownscombe asked if there was timetable of when updates should be reported. Avice Mariner said she was not aware of one but thought regularly updates should be done as a matter of courtesy. John Brownscombe suggested that we should do this when we reach particular milestones in the process such as surveys, events etc.

ii. Finances to date – These had been prior circulated and it was noted that out of a total budget of £12930, £7245 remained.

John Cirrone has received a request from Locality requesting details of expenses to date. It was also noted that the locality grant funds need to be used by the end of December.

#### **6. To receive an update on the meeting with Island Cottages on the issue of local connection for allocation of housing in Fortunes Way, Brighstone.**

John Cirrone had met with a representative from Island Cottages. She explained that they already have a local connection criteria which, although not in writing, is agreed with the Isle of Wight Council. Their properties were originally for local workers and they still apply the same principle.

Vectis Housing still have a local connection policy but Southern Housing and Spectrum Housing do not.

Fortunes Way is owned by Southern Housing and they have indicated that they would be willing to introduce a similar approach.

Heath Gardens has a 106 agreement where 100% of the freehold is owned by the occupier but the house is always sold at 70% of current market value. The Isle of Wight Council contributed the original 30%. When a house becomes available for sale any potential purchaser has to be registered with Homes for Hants and have a local connection which is stipulated in the 106 agreement. It was felt that the Heath Gardens model may be a useful one to suggest for Fortunes Way.

#### **7. Project Manager report.**

John Brownscombe distributed his report and gave a summary of the main points (report attached to these notes).

John Brownscombe also pointed out that the Inspector had suggested that the Bembridge Neighbourhood Plan reduced its threshold of no more than ten units of housing on any one site to nine dwellings. This is due to national legislation clarifying that ten or more dwelling units is considered major development. The Island Plan expects Rural Service Centres to accommodate small-scale and incremental development which would infer a figure of nine units or less.

It was raised that local residents are concerned at the amount of time the Neighbourhood Plan is taking to compile. John Brownscombe highlighted that the plan has to follow required procedures, which take time. If not done in this way we would risk the final plan being rejected by the independent planning inspector and not being put forward to the local vote by the Isle of Wight Council for potential adoption as policy. Goals have already been achieved such as the Housing Needs Survey and the Residents Survey.

Paul Hallum left the meeting at 8.15pm.

#### **8. Residents and Business surveys**

There has been a delay as it is taking the AONB Unit longer than expected to input the data from the returned Residents Surveys. They have entered 214 of the 415 surveys so are just over 50% through. They have estimated it will take them another 1½ to 2 weeks to complete.

There are some forms which have been returned which are blank, so taking this into account the return rate should be about 52%.

Not all business surveys have been returned so John Brownscombe will send one final reminder e-mail before the survey is closed and the results analysed.

#### **9. Autumn consultation events.**

Due to the above delays the planned Consultation Days have been changed to Saturday 29<sup>th</sup> November in the Wilberforce Hall from 9am until 3pm and Saturday 6<sup>th</sup> December in the Seely Hall from 9am until 3pm.

#### **10. Any other matters**

All members thanked Avice for all her hard work and for keeping them so well informed.

Peter was also welcomed back after being away travelling.

It was also noted that Ken Taylor to be added to the apologies.

#### **11. Dates of the next meetings.**

Tuesday 30<sup>th</sup> September in the school hall 7.15pm

Tuesday 21<sup>st</sup> October in the school hall at 7.15pm

Tuesday 28<sup>th</sup> October in the school hall at 7.15pm.

The meeting closed at 8.30pm

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 30th SEPTEMBER 2014 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** Sally Evenson, Crispin Keith, John Brownscombe, Ken Taylor, Paul Hallum, Chris Bentley, John Cirrone, Daphne Brooke-Smith, Sue Chorley, Wendy Simmons, Arnold Taylor and Rosamunde Heib.  
Also present: Susannah Jennings (administrator) and one observer.

### **1. Apologies**

Peter Jostins

### **2. Declarations of Interest**

None declared

### **3. To agree and sign the notes of the 2<sup>nd</sup> September meeting.**

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

### **4. Matters Arising - including any matters from sub groups**

There had not been any sub group meetings since the last main meeting, any publicity had been done by email correspondence.

### **5. Project Manager update.**

John Brownscombe reported that most of his time had been spent looking at the Residents Survey analysis. The AONB had completed inputting all but twelve of the surveys on Friday and he had completed these remaining twelve over the weekend and has now been able to start the analysis. All the analysis he has carried out so far has concentrated on the housing section.

Mr Brownscombe's hours this month have been slightly lower than in the previous months.

## **6. Date of next meeting.**

The dates of the next two meetings are Tuesday 21<sup>st</sup> October at 7.15pm and Tuesday 28<sup>th</sup> Oct 7.15pm.

It was agreed to alternate days of the week for future meetings as some people found Tuesday evenings difficult to attend.

John Cirrone asked whether members of the public who attended Neighbourhood Plan meetings should be asked for their names and where they live.

Everyone agreed that members of the public are welcome to come and observe and that someone should be nominated to welcome them on arrival.

## **7. Vision and Objectives**

John Brownscombe showed examples of other parish/areas Neighbourhood Plan Visions. He explained that Visions must be locally specific short paragraphs and be mindful that the Neighbourhood Plan will be valid until 2027.

The group considered some headings for Visions and listed some main concerns:

- Development – Housing
- Quality of Life
- Character and Design
- Preservation (Conservation/enhancement)
- Flood Risk Issues
- Community Projects
- Village Ethos

John Brownscombe agreed to write some paragraphs bringing some of the ideas together and share them at the next Neighbourhood Plan meeting.

## **8. Neighbourhood Plan and Housing**

John Brownscombe showed the residents survey results to the group on an overhead projector.

All the specific answers to questions had been collated but the extra written comments still needed codifying.

Different sections of the questionnaire were allocated to members of the group to codify the extra comments.

Crispin – Things you like/don't like

Wendy – Jobs and economy

Sally – Protecting our environment

Daphne – Community services

Ross – Traffic and transport  
John Brownscombe – Community safety  
Sue Chorley – Sustainable community

8.20pm Arnold Taylor joined the meeting.

John Brownscombe distributed the analysis he had done so far on the Housing section. There were discussions on how to analyse the sites which the public had suggested for development and those that they had said they would not like to see developed. Suggestions included a matrix to see if those sites with a high response rate are suitable and to look at live SHLAA sites (John Brownscombe showed the group these on the overhead projector).

Crispin Keith declared an interest as a landowner of one of the mentioned sites.

John Brownscombe clarified what could be stated within the Neighbourhood Plan regarding housing:

- Size of properties.
- Size of developments
- Character

The Neighbourhood Plan can also state where, naming specific sites. Results from the Residents Survey show that Brighstone Parish residents seem to have split opinions on sites within the parish.

### **Conclusions**

#### **Consultation Days – (Saturday 29<sup>th</sup> November and Saturday 6<sup>th</sup> December)**

Give the responses to questions A1 and A2.

Highlight SHLAA sites and residents opinions on these expressed in the survey.

Mention other sites only when a significant number of residents had mentioned them in their responses.

#### **Analysis –**

We discussed the need to include weighting of responses based on the number of persons in each household (first few questions on the survey). When codifying the unique reference number needs to be added so comments can be multiplied afterwards to reflect the number of people per household. All undertaking the codifying of text responses will need to include this to ensure an accurate reflection of the number of persons expressing a similar opinion.

## **9. Topic and format for next meeting.**

The next meeting will focus on:

Continuing to look at the Vision and Objectives of the Neighbourhood Plan and on housing, in particular the live SHLAA sites, how this relates to the housing need, and to start to draft the housing policies. We will also need to ensure that we continue to consider what elements of the former Brighstone Parish Plan and Brighstone Parish Village Design Statement we need to 'save' and incorporate into the Neighbourhood Plan and what elements may have to be included in an updated 'guidance' document.

The meeting closed at 9.17pm

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 21<sup>st</sup> OCTOBER 2014 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** Sally Evenson, Crispin Keith, John Brownscombe, Paul Hallum, John Cirrone,  
Wendy Simmons, Arnold Taylor and  
also present: Avice Mariner (administrator).

### **1. Apologies**

Peter Jostins, Ken Taylor, Sue Chorley, Daphne Brooke-Smith and Chris Bentley.

### **2. Declarations of Interest**

Crispin Keith declared an Interest in land at Lily Grove.

### **3. To agree and sign the notes of the 30th September meeting.**

Having been previously circulated these were confirmed as a correct record,  
and signed by the Chairman.

### **4. Matters Arising - including any matters from sub groups**

No matters arising and there had not been any sub group meetings since the last main  
meeting, any publicity had been done by email correspondence.

### **5. Update of the results of the Residents` Surveys.**

John Brownscombe thanked those who had helped with the coding of the text data from  
the Residents` Surveys. These results will be discussed at relevant future topic meetings.

He asked whether the Group wished to retain the hard copies of the Residents Surveys.

John Cirrone said he thought they should be retained, for at least the duration of the  
Neighbourhood Plan, and could be stored with the other archives.

John Brownscombe said that the opinions and issues and options highlighted in the Resident  
Survey responses would be available and used as part of the Consultation Days.

**28<sup>th</sup> OCTOBER 2014.**

**CHAIRMAN.**

**PAGE 1.**

## **6. Project Manager Update.**

Mr. Brownscombe said that the volunteers had done a lot of work over the last two weeks for which he thanked them. He would provide an up-date for the Consultation Days at the next meeting.

## **7. Date of Next Meeting.**

Tuesday 28<sup>th</sup> October at 7.15pm.

## **Topic Workshop (Housing).**

## **8. Vision and Objectives**

Due to the need to concentrate on the coding and analysis of the housing questions from the Residents Survey, this matter was delayed until the next meeting.

## **9. General Principles/Policies re. Housing.**

A breakdown analysis of the housing questions in the Residents Survey was then shown on screen and this was discussed. As decided at the last meeting, the focus of discussion was on general principles and specifics relating to the Island Plan Strategic Housing Land Availability Assessment (SHLAA) sites. Residents had mentioned many different locations where housing could be built and also where housing should not be built. This included SHLAA sites considered during the Island Plan process. The Island Plan had rejected some sites due their being below the minimum threshold level of 0.5 hectares for the SHLAA process. We looked at these and agreed that some (where there were no other constraints such as flood risk, designation issues etc) there may be scope for small scale development in the future.

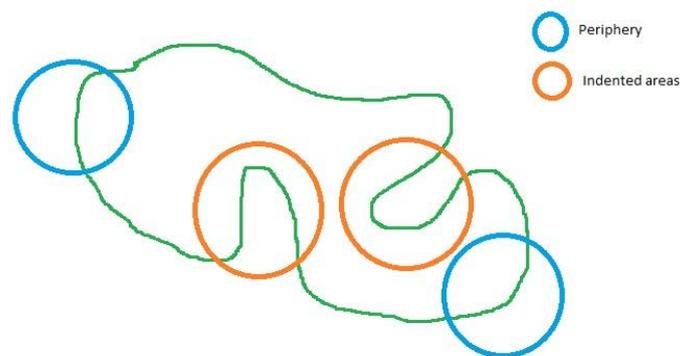
(Paul Hallums left the meeting).

It was clear from responses received from the Housing Survey and the Residents Survey that the majority of residents either wished to see no more development or small scale development consisting of no more than ten units on any one site. In light of the Independent Examiner of the Bembridge Neighbourhood Development Plan comments it was decided that this should be reduced to no more than 9 units, on any one site as this would constitute minor development and be in line with the Island Plan's 'small-scale approach'. Residents have also indicated general support for development either within or immediately adjacent to the settlement boundary of Brighstone village. This is also in line with the Island Plan approach for Brighstone Village as a Rural Service Centre.

Discussion took place around the viability of achieving the delivery of the identified affordable housing element of the housing need assessment on small sites.

Two factors were felt to be important - that any affordable housing element of a scheme should address the identified local need and be restricted to persons with a local connection. It was also agreed that it may be necessary to allow some limited market housing on sites as enabling development to allow the required return to facilitate the subsidised/affordable housing element.

It was felt that there is a subtle difference between what would constitute the 'edge of the settlement boundary' when considering the periphery of the village where and where the boundary indents between areas. See example picture below:



It was agreed that the NP would include specific reference to 'active' SHLAA sites in terms of the expressed opinion of the community in relation to these sites, but would only mention general principles in relation to all other potential development sites within or immediately adjacent to the settlement boundary.

Sites which the community have stated should not be developed will be mentioned in the NP.

John Brownscombe would draft General Principles for consideration at the next meeting.

#### **10. Topic and format for next meeting.**

Neighbourhood Plan and Housing – General Principles and Vision and Objectives.

The meeting closed at 9.21pm.

**28<sup>th</sup> OCTOBER 2014.**

**CHAIRMAN.**

**PAGE 2.**

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 28th OCTOBER 2014 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** John Cirrone (Chairman), Crispin Keith, John Brownscombe, Paul Hallums, Wendy Simmons, Arnold Taylor, Sue Chorley, Peter Jostins, Chris Bentley, Ken Taylor, also present: Avice Mariner (Administrator).

### **1. Apologies**

Daphne Brooke-Smith, Anne Chapman, Sally Evensen, Susannah Jennings and Henry Murray-Smith.

### **2. Declarations of Interest**

None declared.

### **3. To agree and sign the notes of the 30th September meeting.**

Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

### **4. Matters Arising.**

John Brownscombe was asked if there was a clear definition of the word `adjacent` when being used for boundary settlements and is an actual distance cited? No clarification is given within the Island Plan (which is the origin of this policy requirement). Recent informal consultation documents on the Ryde, Medina Valley and Bay Plans (May 2014) have asked for community feedback on this very issue. (see 1.13 to 1.15 of the following document <http://www.iwight.com/azservices/documents/2787-AAP-Informal-Discussion-Document-The-Bay-FINAL.pdf>). We should check to see if a definition has been agreed upon as a result of these consultations.

Following subsequent discussion, it was agreed that John Brownscombe would investigate the validity of defining the term 'immediately adjacent' when referring to Brighstone settlement areas within the draft Neighbourhood Plan by specific reference to the current map of the Rural Service Centre contained within the Island Plan as adopted in March 2012.

This should prevent any confusion over the potential for new development adjacent to the current settlement boundary to extend said settlement boundary which should not be the case.

### **5. Project Manager Update.**

John Brownscombe had looked at the Strategic Housing Market Assessment (SHMA) which had recently been reviewed and published by the Isle of Wight Council. This document had been circulated to members for info. In summary there is no significant change to the overall target number of housing units that would be required for the lifetime of the Island Plan. The Isle of Wight target remains at 520 per annum. The target for the Rural Service Centres and Wider Countryside also remains the same. No figures are given for individual Rural Service Centres. There has also been a recent review of the Strategic Housing Land Availability Assessment (SHLAA) document. This was discussed later in the meeting.

### **6. Vision and Objectives.**

Following discussion at the previous meeting, John Brownscombe had reviewed the visions of other Neighbourhood Plans and in particular Bembridge which has recently been adopted and as a local example is thought to be a useful template.

A first draft of Brighstone Parish Neighbourhood Plan Vision was discussed. This sought to give some context in two paragraphs before providing a short vision statement. Members debated the content and it was suggested that additions of AONB, Conservation Areas and Heritage Coast might be useful in the first paragraph. It was also suggested that we should review the vision and objectives in the Village Design Statement as these may be directly relevant to Vision and Objectives for the Neighbourhood Plan.

Mr. Brownscombe considered that a Draft Vision and Objectives should be available for the Consultation Days. The wording needed to provide an overview and should not include specific details, therefore it was agreed that the words `including better maintenance, signage and curbs on speeding` should be removed from the last sentence of the second paragraph.

A question was asked as to whether the vision should include issues not directly relevant to land use planning. It was clarified that the community had given its view on many matters some of which will be directly relevant to objectives and policies in the NP and some will be matters best considered and perhaps taken forward by the Parish Council in an associated Action Plan.

### **7. Neighbourhood Plan and Housing:**

**SHLAA sites.** As mentioned earlier, the IWC had recently undertaken a review of the SHLAA sites and these had changed for Brighstone Parish. The SHLAA sites of Blanchards and the

East of the Village were now shown as `Deliverable`; and Moor Lane and The Lodge were shown as `Developable`. John Brownscombe had asked Peter Griffiths of the Isle of Wight Council for clarification of SHLAA sites and in particular those which had been removed. The emails were shared with the group and the Isle of Wight Council's response was discussed.. In essence the Isle of Wight Council suggested that a local assessment should not be just based on the SHLAA sites as these are used by the IWC as a mechanism of proving that potentially there is sufficient land supply to deliver the Island Plan targets and do not necessarily mean that a particular site will be developed. The IWC suggest that if the Brighstone Parish Neighbourhood Plan is to identify particular sites, a full assessment of all sites would be required. This was debated by the Group. It was concluded that this would be an onerous task which would require additional time and resources that are not available. It was decided that this would therefore not be part of the approach and that accordingly no sites will be identified in the Neighbourhood Plan. We will concentrate on general principles to give greater local definition to the Island Plan. The point was made that affordable housing should be fed onto the market to meet local need and allow for the local connection in a cascading policy as used for Heath Gardens (Section 106 Agreement). This will prevent over supply and ensure that local people in need benefit from the units.

### **Overarching/General Principles and Housing Policies.**

John Brownscombe had drafted an early version of the general principles and housing policies. These were based on the need to be in line with the Island Plan, National Planning Policy Framework (NPPF) and feedback received from community consultations/surveys. Parts of the draft were loosely based on the approach in the Bembridge Neighbourhood Development Plan. These were tabled (shown on screen), for discussion. The group felt that more time was needed to consider this. The document will be circulated and views sought by e-mail to allow the matter to progress before the next scheduled meeting.

### **8. Topic and Format for next meeting.**

Discussion on the amended Vision

Further discussion on Housing

Start of discussion on Design principles (members are asked to look once again at the Village Design Statement in advance of the meeting to allow informed debate on what elements will need to be taken into the NP) The document can be accessed from this link:

<https://www.dropbox.com/s/vcj7gfgruzj13ux/BrighstoneVillageDesignStatement2009.pdf?dl=0>

### **9. Date of next meeting.**

Tuesday 11<sup>th</sup> November at 7.15pm.

The meeting closed at 9.38pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 11th NOVEMBER 2014 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** John Cirrone (Chairman), Crispin Keith, John Brownscombe, Wendy Simmons, Arnold Taylor, Sue Chorley, Chris Bentley, Sally Evenson and Ken Taylor.  
Also present: Susannah Jennings (Administrator).

### **1. Apologies**

Daphne Brooke-Smith and Paul Hallums.

### **2. Declarations of Interest**

None declared.

### **3. To agree and sign the notes of the 30th September meeting.**

Having been previously circulated, these were confirmed as a correct record, and signed by the Chairman.

### **4. Matters Arising.**

There were no matters arising.

### **5. Project Manager Update.**

John Brownscombe's report is attached to these minutes.

John Brownscombe highlighted the fact that the Neighbourhood Plan is running a month behind schedule. The group looked at the tasks and timescale in more detail and John Brownscombe informed everyone that the IWC Consultation had to be seven weeks, and the Inspectors time had to be eight weeks. Other items were discretionary so could be cut down a little.

The group asked John Brownscombe whether the delays would affect his availability to work on the project. John Brownscombe said he is available for as long as is required, the only restriction would be financial.

### **6. Postponement of Consultation Days**

After consultation by email to members of the group it was decided to postpone the Consultation Days until all information and analysis are ready.

It was agreed to advertise the postponement on the website and by displaying posters around the parish. It was also agreed that the Publicity Group would work on the exact wording and organise the advertising, and Sue Chorley would notify the venues and ascertain what alternative dates are available.

## **7. General Principles/Housing**

John Brownscombe went through the previously distributed document entitled Overarching/General Principles.

It was agreed that the group prefer the title General Principles rather than Overarching Principles.

It was agreed to retain the second bulletin point on the first page regarding non-residential development.

Concern was raised regarding the maximum number of units to be built per development site. If under ten, as had already been agreed, this would mean that no development within the parish would fall within the compulsory building of Affordable Housing (10+). Although if the NP states up to ten units this would then not be classed as small scale development (up to 9). John Brownscombe agreed to discuss this with Peter Griffiths of the Isle of Wight Council and ask if the NP can state that even development of nine or fewer units include an element of Affordable Housing.

There was some discussion regarding essential agricultural dwellings and the wording to be used within the General Principles section. Examples of other NP statements and the Government wording was looked at. John Brownscombe said he would also talk to Peter Griffiths about this.

## **8. Suggested way forward for future topics.**

It was agreed to look at issues topic by topic i.e. Jobs and Economy, Traffic and Transport etc.

Therefore the next topic will be Jobs and Economy.

## **9. Brighstone Parish Village Design Statement and the Neighbourhood Plan**

John Brownscombe explained that the Village Design Statement (VDS) will become a complimentary document to the NP rather than a standalone document as it is now. There is a lot on the VDS that will be superseded by the NP so will need to be revised.

The group then went through the VDS guidelines establishing which need to be incorporated into the NP and which can be left in the revised VDS.

<b>VDS Guideline no.</b>	<b>Decision</b>
Landscape, setting & settlement; 1,2,3,4,5 & 7	Can be taken into the NP
6	Leave in the revised VDS

8	Both in the NP & revised VDS
Building form and materials:	
13	Leave in the revised VDS
9,10,11,12,& 14	Principles in the NP and detail in the revised VDS
Boundaries & enclosures:	
15,16,17 & 18	Leave in the revised VDS
9	Principle in the NP and detail in the revised VDS.
Sustainable & renewable energy:	
22	Leave in revised VDS
20,21 & 23	Principle in NP and detail in revised VDS
24	In NP
Quality of the public realm:	
25,26 & 27	In revised VDS
28	Principle in NP and detail in revised VDS
Diversity of housing:	
29	In NP
30 & 31	Inn revised VDS (this needs testing)

All agreed to have sub groups look at the individual sections once John Brownscombe had drafted them.

John Brownscombe will email the group for volunteers to be members of the sub groups.

### **10. Topic for the next meeting**

This had already been agreed as Jobs and Economy and will include Parish Profile, results from the residents survey, results of the business survey and the Island Plan.

### **11. Date of next meeting.**

Before closing the meeting there was a discussion regarding the youth survey. The response so far had been disappointing, it was agreed to try again with the existing survey and to approach the Adventure Scouts.

Thursday 27th November at 7.15pm.

Tuesday 16<sup>th</sup> December at 7.15pm.

The meeting closed at 9.12pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON THURSDAY 27<sup>th</sup> NOVEMBER 2014 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** John Cirrone (Chairman), Crispin Keith, John Brownscombe, Wendy Simmons, Arnold Taylor, Chris Bentley, Sally Evensen, Daphne Brooke-Smith and Peter Jostins.  
Also present: Susannah Jennings (Administrator).

### **1. Apologies**

Sue Chorley and Ken Taylor.

### **2. Declarations of Interest**

None declared.

### **3. To agree and sign the notes of the 11th November meeting.**

It was noted that Sally Evensen was not present at the meeting and had sent her apologies. Having been previously circulated, these were confirmed as a correct record and signed by the Chairman.

### **4. Matters Arising.**

There were no matters arising.

### **5. Project Manager Update.**

John Brownscombe's gave a verbal report:

John had met with Peter Griffiths and had distributed summary notes to members.

John had collated the Business Survey Results and these had been distributed to members.

The coding of the Traffic and Transport section of the Residents Survey had been completed and circulated to members.

The above plus preparation for the meeting have equated to 42 hours, which is over budgeted hours for the month.

### **6. Review/Discussion of Affordable Housing and other matters discussed with IWC.**

John Brownscombe went through the notes of his meeting with Peter Griffiths highlighting a number of points:

Due to legislation changes to the Community Infrastructure Levy (CIL), due next year, a limit will be placed on the number of contributions from one pot of general money. However Affordable Housing is not affected.

The Island Plan does not mention Small Scale but states Smaller Scale. This gives an opportunity to define Smaller Scale in the Brighstone NP. Bembridge have defined Smaller Scale as nine units or less.

Within the NP we need to define the area the Rural Service Centre serves, for example From Shorwell, Brighstone to Chessel. It needs to be made clear that areas such as Rookley are not served by Brighstone even though they are in the same electoral ward.

Peter Griffiths had confirmed that a parcel of land is defined by a single access onto the highway.

The possibility of phasing was discussed, whereby a site with outline permission could be built in phases and released as and when required.

Members discussed whether to stipulate a maximum of 9 or less units per development or 10 in order to trigger the requirement for a development to include an element of Affordable Housing.

It was agreed to state 9 or less units as per the Bembridge NP.

## **7. Jobs and Local Economy**

The National Planning Policy Framework (NPPF) dictates how the Island Plan works. Within the Island plan there are a number of policies relevant to the Jobs and Economy section of our NP, these include SP3, SP4, DM8, DM10 and DM12.

The IW AONB Management Plan also needs to be considered.

The two main issues of the Jobs and Economy section of the NP are the retention of services already provided and the promotion of tourism.

John Brownscombe went through the census figures, the Jobs and Economy section of the Residents Survey results and the Business Survey results.

The figures showed the parish has a low level of unemployment, most people work outside the parish (12% within the parish), and there is a low level of demand for additional employment within the parish.

Brighstone is the least well served in terms of public transport of all the Rural Service Centres on the Isle of Wight.

The group considered having three zones within the parish, each requiring different policies:  
Brighstone Village Centre

The Military Road (Holiday centres etc)

Rural Areas (public houses, B&Bs etc.)

It was agreed these zones would need to be shown at the consultation days.

**8. Topic for the next meeting**

Traffic and Transport – December meeting

Tourism – January meeting

**9. Date of next meeting.**

Tuesday 16<sup>th</sup> December at 7.15pm.

The meeting closed at 9.20pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 13<sup>th</sup> JANUARY 2015 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** John Cirrone (Chairman), Crispin Keith, John Brownscombe, Wendy Simmons, Arnold Taylor, Chris Bentley, Sally Evensen, Ken Taylor, Sue Chorley and Joan Kirby.

Also present: Susannah Jennings (Administrator).

### **1. Apologies**

Paul Hallums and Daphne Brooke-Smith.

### **2. Declarations of Interest**

None declared.

### **3. To agree and sign the notes of the 27th November meeting.**

Having been previously circulated, these were confirmed as a correct record and signed by the Chairman.

### **4. Matters Arising.**

There were no matters arising.

### **5. Project Manager Update.**

John Brownscombe's distributed the Managers report (attached) and letter from the Isle of Wight Council (attached).

There was some discussion regarding the maximum number of units per development and the trigger at which affordable units must be included. It was agreed to approach the Isle of Wight Council and request they set a trigger at five dwellings and stress that this is what the local community want in Brighstone and that the whole of Brighstone Parish is in a protected landscape (AONB) and is the least well served of all the Rural Service Centres.

### **6. Sustainability Appraisal Scoping Report**

The group went through the Sustainability Appraisal Scoping Report which John Brownscombe had previously distributed to members.

It was agreed that the size of the pie charts and tables needed to be enlarged. Once this was done everyone agreed they were happy with the report and that it should be sent to the consultees. The consultees would then have six weeks in which to make comment.

#### **7. Discussion on Government change to Section 106 affordable housing requirements.**

This had already been discussed in item 5

#### **8. Jobs and Local Economy – summary of the suggested approach following the discussions at the last meeting.**

John Brownscombe went through the summary paper which had been previously distributed (attached).

It was highlighted that the Rural Service Centre is within the development boundary. After some discussion regarding the boundary of the centre of the village it was suggested to ask the public at the consultation days by asking ‘Where do you see the future business focus in Brighstone Village.’

All agreed they were happy with the paper.

#### **9. Traffic and Transport – Overview of policy context, evidence and issues to be considered in the Neighbourhood Plan.**

John Brownscombe went through the two papers, which had been prior distributed, highlighting relevant policies.

The IWC Transport Plan runs until 2027 and is a complimentary document to the Island Plan. Members discussed the reduction of the local bus service and the loss of a direct route to a ferry port.

After going through the Residents Survey results it was agreed that in general people do not wish to have any more street lighting and any new development would have no or minimal lighting.

John Brownscombe was asked to check what is stated in the Island Transport Plan in regard to parking for new developments.

It was also agreed that any new development should not add to congestion and road safety.

#### **10. Topic for the next meeting**

It was agreed to invite the Tourism Group to the next meeting as the topics would be Tourism and Protecting our Environment.

#### **11. Date of next meeting.**

Tuesday 27<sup>th</sup> January 2015, Tuesday 10<sup>th</sup> February and 24<sup>th</sup> February 2015

The meeting closed at 9.30pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

## NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 27<sup>th</sup> JANUARY 2015 AT 7.15PM IN BRIGHSTONE SCHOOL HALL

**Present:** John Cirrone (Chairman), John Brownscombe, Wendy Simmons, Arnold Taylor, Chris Bentley, Sally Evensen, Ken Taylor, Sue Chorley and Joan Kirby.  
David Hollis  
Also present: Susannah Jennings (Administrator).

### **1. Apologies**

Paul Hallums and Crispin Keith.  
Sue Chorley left the meeting early.

### **2. Declarations of Interest**

None declared.

### **3. To agree and sign the notes of the 13<sup>th</sup> January meeting.**

These were confirmed as a correct record and signed by the Chairman.

It was agreed that when raising issues with planners it should be highlighted that the whole of the Parish is in the AONB and the NP should state that any development consist of 10 or less dwellings, with 5 or more triggering the need for affordable housing.

ACTION: JB to email IWC Planners to inform them of our current thinking

### **4. Matters Arising.**

There were no matters arising.

### **5. Project Manager Update.**

John Brownscombe gave a verbal update:

The Sustainability Appraisal has been sent to consultees. One set of comments have already been received from Natural England stating that one of the points listed in one of the tables would fit better in a different part of the table. John Brownscombe agreed with this comment and will reposition it in the final Sustainability Appraisal document.

Comments from English Heritage, the Environment agency and the IWC are still due and they have until the 23<sup>rd</sup> February to respond.

The two maps, one showing the main businesses on the Military Road, the other showing the village centre with an outline of the settlement boundary and location of the key

businesses and facilities, have been improved. There was discussion about where the core of the village boundary lies. It was agreed to amend the current map to include the Reading Room and to consult the public about the boundary at the consultation days.

## **6. Consultation Days**

At the consultation days there will be a display showing the findings of work conducted over the last few months and an overview of the next stage. It will also show the results of the Residents and Business Surveys and allow the community to give views on matters such as the maps and any other points they wish to raise.

Feedback is needed at these consultations before the draft NP is produced to gauge any areas where there is concern and to check that we are proceeding in the right direction. There will be another consultation once the draft plan has been compiled.

After some discussion it was agreed to number the topic displays which are likely to feature as the sections of the Neighbourhood Plan. A form will be given to those attending the event correlating with these numbers to encourage residents to comment on each section, rather than focusing on just one.

Post It notes may also be used allow the public to write thoughts and to stick them up on the display boards.

**ACTIONS FOR THE CONSULTATION DAYS: Provide -**

- Forms and leaflets relating to information based on topic headings.
- Overview maps and zone maps.
- An area for people to sit with refreshments and a rolling display.
- Information to show what is coming up next/briefing and if have skill or interest to encourage volunteers.

**Volunteers and catering-**

It was agreed that members let John C know if can volunteer on either of the Consultation Days between 9.30am -2.30pm on 28<sup>th</sup> February and 7<sup>th</sup> March.

Sue Chorley volunteered to organise the cake donations for refreshments.

If we are encouraging new volunteers it was agreed that any who come forward should attend meetings, live within the parish and John B could have a separate meeting with them to bring them up to date, to avoid any unnecessary revisiting of issues already discussed.

## **7. Tourism (specific discussion expanding on initial consideration under the Jobs and Local Economy topic already discussed).**

John Brownscombe explained that the group need to consider in more detail what to say and present to community regarding the way forward.

John Brownscombe outlined his thoughts as per his report distributed previously.

During discussion it was agreed that small scale tourism, reflective of the natural, historic, geological and environmental value of Brighstone Parish, is to be encouraged. The NP is to also recognise the larger tourist facilities on the Military Road and any development at these locations would require careful consideration and be appropriate in size, scale, design etc.

## **8. Protecting Our Environment.**

### **Natural Environment and Historic Environment**

John Brownscombe outlined his thoughts which had been prior distributed and explained the IOW Green Infrastructure Network map which had also been prior distributed.

Policies for conserving and enhancing the environment will be an important element of this section. Plus other specific issues that people have highlighted within the surveys such as important views and open spaces.

## **9. Topic for the next meeting**

Improving Community Services next meeting and Sustainable Community and Community Safety at a future meeting.

## **10. Date of next meeting.**

Tuesday 10<sup>th</sup> February and 24<sup>th</sup> February 2015

The meeting closed at 9.30pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 10<sup>th</sup> FEBRUARY 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), Ken Taylor, Sally Evensen, John Brownscombe, Joan Kirby, Arnold Taylor, Sue Chorley and Wendy Simmons.

## 1. Apologies

Chris Bentley

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 27<sup>th</sup> January meeting.

It was agreed to add the words “reflect the historic evolution of the site “to the notes about Tourism as follows:

“the larger tourist facilities on the Military Road and any development at these locations would require careful consideration and be appropriate in size, scale, design etc. and should reflect the historic evolution of the site.”

It was agreed to ask Susannah to send the initial draft of Steering Group meeting notes to all present at the meeting in future.

## 4. Matters Arising.

John Brownscombe had emailed IWC Planners re “5 or more dwellings triggering affordable housing”. He had emailed them on 2<sup>nd</sup> Feb and sent a reminder on 10<sup>th</sup> Feb saying that a response is needed before 24th.

John Brownscombe said that forms and leaflets for the consultation days were still to be done. Overview and zone maps were almost complete.

The only comments so far received on the Sustainability Appraisal were from Natural England.

Volunteers for the Consultation Days are: Joan, Sue, Sally and Wendy. Arnold volunteered for the Brighstone one. John Cirrone said he would attend both events but was unsure about one of the afternoons.

## 5. Project Manager Update.

John Brownscombe said that he had prepared the material for “Improving Community Services” for tonight’s meeting and had emailed the planners and done some work on maps.

## 6. Improving Community Services Consultation Days

John Cirrone said that he would be invited by Helen O’Sullivan to a meeting she was considering setting up with all the community groups. The purpose of the meeting would be to identify whether the halls are competing in their fundraising and whether the amalgamation of certain groups would be a better way forward.

This brought about discussion including the lack of disabled access to toilets. It was agreed that the evidence gathered by the NP showed that the community used and valued all the halls. It was concluded that it would not be appropriate for the Neighbourhood Plan to be represented at such a meeting. The reasons for this being the clear Island Plan position on the retention of community facilities, the need for the Neighbourhood Plan to be compliant with this Island policy regarding such facilities in Brighstone Parish and the lack of any mandate to rationalise or reduce such facilities from the results of the Residents Survey.

John Cirrone said that he would not now be attending.

The group looked at NPPF and Island Plan policies and then at John Brownscombe’s suggested policies for the NP.

### 1 Existing Services & Facilities

The group approved of the suggested policy about retention of existing community services and facilities within the parish. It was agreed that improving wheelchair accessibility should be added to the statement.

### 2 New Facilities

It was agreed to insert “only” as follows - Support for new facilities **only** where a proven need has been established and where a consideration of their impact on existing facilities has been included

### 3 Open Space

John Brownscombe explained that he now felt that consideration of Open Space should be part of Improving Community Services rather than Traffic and Transport or Protecting Our Environment.

A Green Infrastructure Study is available in the Island Plan background documents

<http://www.iwight.com/azservices/documents/2782-Green%20Infrastructure%20Mapping%20Study%20-%20July%202010.pdf>

A detailed mapping of green spaces within the Parish needs to be carried out. Sue Chorley said that she had relevant experience and was keen to do this. It was proposed that help with this task be sort at the consultation days.

Examples of green spaces mentioned were the school playing field, the recreation ground, church yards, verges in New Road and grass with benches opposite the shops in Main Road.

There was uncertainty about whether the open spaces in Brook and Mottistone are formally protected as Village Greens. JB took an action to check this.

Mention was made of a piece of land at the top of Lynch Lane given to the community by its owner (Mr. Cornwall) and now overgrown and not used.

John Brownscombe said that a list of “key views” within the Parish also needed to be compiled. This should build on those identified in the Conservation Area Appraisals and comments already received through the Residents Survey.

It was agreed that the NP policy should include protection of ALL public rights of way rather than just key ones.

#### 4 Doctors

The Steering Group agreed that the NP should support the existing doctors’ surgery as an important community facility. The Residents Survey suggests there is a need for parking provision for disabled or infirm patients close to the surgery.

The possibility of having a “disabled” parking space near the doctors was considered. It was concluded that possible solutions to this may be: any provision of parking as any future development of the Berry Barn site (preferably close to the Surgery) or provision of on road specific parking spaces limited to use for disabled/infirm access to the surgery.

It was agreed that the NP should have a policy supporting additional Health and Welfare services.

Comments on list of Community Assets

Various corrections & additions were suggested including that Brighstone Grange Care Home and the Post Office be added to the list.

#### ACTIONS

JB to check whether the open spaces in Brook and Mottistone are formally protected as Village Greens

JB to circulate IWALC Sustainability draft doc if it is now available

JB to try to have briefing paper for Consultation Days ready for meeting on 24<sup>th</sup> Feb.

Sue requested that on JB’s maps black dots be put in the centre of red/orange circles to make them visible to people with colour blindness.

#### **7. Topic for the next meeting**

Sustainable Community and Community Safety

#### **8. Date of next meeting.**

Tuesday 24<sup>th</sup> February 2015

The meeting closed at 9.15pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 24<sup>th</sup>  
FEBRUARY 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), Sally Evensen, John Brownscombe, Joan Kirby, Sue Chorley, Paul Hallums, Crispin Keith and Wendy Simmons.

## 1. Apologies

Chris Bentley, Arnold Taylor, Ken Taylor and Daphne Brooke-Smith

Due to other commitments Daphne Brooke-Smith has had to resign from the group, but as Chair of the Governors of the school would like to stay in contact with regard to progress with the plan.

A new member, Sue Jennings, would be joining the group at the next meeting.

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 10<sup>th</sup> February meeting.

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising.

John Brownscombe had spoken with the Isle of Wight Council who had advised him they were seeking legal advice regarding the recent Government changes to Planning Policy relating to affordable housing in rural areas and the implications of this on the Island Plan. They have been advised that as far as evoking the optional threshold of five units in rural areas in AONBs and National Parks triggering a requirement on developers to contribute to affordable housing, there is no legal hindrance but the changes would need to be confirmed by being taken through the formal committee process.

The Isle of Wight Council officers recognise that we are wishing to promote this as the approach in our area due to the whole parish being within the AONB alongside our suggested policy of 10 units or less on any one site. They suggest that we keep a watching brief on whether the IWC have taken the option forward and we review wording relating to this as we progress with our drafting. Officers will provide informal comment on our drafting before they provide any formal comment and that this will consider whether any aspect of what is proposed is deliverable via the mechanisms in the Island Plan.

John Brownscombe has also asked the IWC for an electronic version of the Open/Green Spaces map which will be used as part of our proposed Green Space audit. He has also confirmed that Brook Green is registered as a Village Green but Mottistone Green is not.

#### **5. Project Manager Update.**

John Brownscombe said that he had preparing for the consultation days and corresponding with the Isle of Wight Council regarding various issues.

#### **6. Sustainability Appraisal Scoping Report – Feedback from Stat. Consultees.**

- i. The Environment Agency – A standard response has been received.
- ii. Natural England – Response was discussed at a previous meeting
- iii. English Heritage – This response suggested a number of points:
  - a. Locally Important Buildings – John Brownscombe will look at the HER and make reference to any buildings or structures on the Local List
  - b. Characterization Study – Could involve the local community in a character assessment and possibly engage with local children perhaps as part of the revisions to the Parish Design Statement
  - c. Grade II listed buildings study – Although no doubt desirable this would require expertise as it involves dealing with and making judgement on privately owned properties. We have not been made aware of any Grade II listed buildings which are in need of repair and due to resources would not be able to action this.
  - d. Heritage at Risk – Will include reference to the one monument in the Parish which is at risk and any issues identified in the Conservation Area Appraisal.
- iv. The Isle of Wight Council – This response suggested a number of points including:
  - a. Brighstone Parish or Village – Need to be clear whether discussing the Parish or the village of Brighstone.
  - b. Island Roads – Need to include a schedule of works in the area.
  - c. Waste – need to look at the latest contract
  - d. Community Assets – Need to add Public Houses to the list of Community Assets
  - e. Baseline Information – Need to add that the parish has no mains gas supply
  - f. Infrastructure – Need to make reference to the lack of mains gas in reference to local infrastructure

#### **7. Consultation Days**

John Brownscombe had prior distributed to members a Consultation Days Briefing report (attached).

There was discussion about the pending decision on the Blanchards site and the progress with the now consented development on the site of The Lodge. (Paul Hallums declared an interest regarding The Lodge).

The rota for the two consultation days were then agreed.

## **8. Sustainable Community and Community Safety.**

The group went through the relevant parts of the National Planning Policy Framework, the Island Plan and the AONB Management Plan (these had been prior distributed to members and are attached). The relevant parts had already been addressed.

### **Sustainable Community**

The results of the Residents Survey (which had been prior distributed to members and is attached) were discussed and in general the results show that residents do not want wind turbines, are split whether they would like biomass and solar farms and are in favour of farm waste and domestic solar. John Brownscombe had prior distributed his thoughts and are attached.

The Isle of Wight Strategic Flood Risk Assessment had also been prior distributed and was discussed. It was noted that no development should take place in flood zones 2 and 3. It was also felt that there were areas not noted in the report that had significant problems with surface water run-off from Rights of Way, surrounding farmland and local springs. It was therefore proposed that any development within the Rural Service Centre would need a flood assessment.

### **Community Safety**

John Brownscombe told the group that Brighstone was in the 5<sup>th</sup> quintile relating to crime and disorder meaning that the parish has a relatively low level of crime. The Residents Survey indicates that only a small number of people feel unsafe with most concern relating to traffic speed, road maintenance and police visibility. Therefore there does not seem to be a need for a specific policy on this matter in the Neighbourhood Plan.

## **9. Topic for the next meeting**

Feedback from Consultation Days

Start of policy formulation

## **8. Date of next meeting.**

Tuesday 17th March 2015

The meeting closed at 9.35pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 17<sup>th</sup> MARCH 2015  
AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Sue Chorley, Chris Bentley, Sue Jennings, Crispin Keith, Paul Hallums and Wendy Simmons.

## 1. Apologies

Ken Taylor, Sally Evensen, Arnold Taylor and Joan Kirby

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 24<sup>th</sup> February meeting.

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising.

There were no matters arising

## 5. Project Manager Update.

JB said that his time had been spent on consultation days, preparing the documents for this meeting and considering the extent of the Rural Service Centre influence. He asked the group what they thought of having a stand at the Brighstone Summer Show. This was discussed and it was concluded that it would be an opportunity to raise awareness of Neighbourhood Plan rather than consult on it. The matter of engaging with youth was considered and it was agreed it needed to be done now before the process was too advanced.

**Action:** JB to circulate the link to the Youth Survey to the steering group so they can promote it.

**Action:** Sue Jennings to talk to the scouts and guides and give them the link to the Youth Survey

**Action:** Sue Chorley to talk to the youth worker.

JB said he would prepare a statement of his hours for the next meeting.

## 6. Consultation Days

JB felt that people he spoke to at the consultation days seemed to agree with the approaches as displayed.

The only issue of concern expressed verbally was that of large extensions to properties and how this impacts the housing stock. This is not within scope of a NP “policy” but could be mentioned in the background section of the housing item.

The report on the comment forms received at the Consultation Days were discussed and Crispin pointed out that people felt very strongly about flooding from runoff.

The group agreed that the comments did not raise anything new but rather reinforced comments made in the Residents Survey and endorsed our “direction of travel”.

**Action:** JB to email Judith Stratton to share the Residents Survey results and also to ask if she has any further evidence of activities in Brighstone supporting residents.

## 7. Neighbourhood Plan

### ○ **Weight given to NP work done so far in the recent planning decision**

There was discussion about whether the NP could be completed more quickly in order that it was taken into account in planning decisions. JB explained that this would be difficult as, even if the time and money were available, the consultation and examination periods cannot be shortened. It was agreed that the current project timetable should be adhered to.

John Cirrone mentioned that the Parish Council had been contacted by an agent who was working on possible development at Berry Barn. They had requested a link to access the Neighbourhood Plan information on the website.

### ○ **Next steps in the process and timetable**

The group looked at the latest project plan dated 13/3/15. JB said there had been one volunteer (John Williams of Upper Lane) to help with the Local Green Space/ Open Space Audit. JB will brief on how to approach the audit. Sue Chorley apologised that she would not be available to lead this although she is very keen and would like to be involved.

Paul Hallums and Crispin Keith volunteered to do the audit. Sue Jennings thought the scouts could help if given very precise instructions.

**Action:** John Cirrone to contact Paul Bradley about photos for the audit.

**Action:** JB to prepare brief on how to approach the Green Space/ Open Space Audit

Chris Bentley asked what work was needed on the Parish Design Statement. JB said it was a matter of expanding the guidance to be more spatially relevant to the whole parish. He will do the initial work on this and present it to the Steering Group.

### ○ **Structure of the draft NP**

JB explained what “monitoring was”. As with all development plans there is a requirement to monitor effectiveness. As we are not identifying sites but are setting out principles and policies we will be able to use a Brighstone Parish subset of the data that the Isle of Wight Council collates for the Island Plan. Examples of how this has been

approached by Bembridge and Brading can be seen on the Isle of Wight Council's Planning Policy Neighbourhood Planning webpages (<http://goo.gl/H115LZ>).

The Steering Group were happy with the proposed structure of the Draft NP.

JB pointed out that "actions" as opposed to "policies" could either be in the NP or a separate document.

- **Documents required with the draft NP for formal submission**

JB said that the Habitat Regulations Assessment Screening Report and the Equality Impact Report would be straight forward and for the latter we may receive help from the Isle of Wight Council.

- **Basic Condition Statement**

There are certain conditions that a NP must meet in order to proceed to referendum. JB said there should be no significant issues with doing this and it was mainly a checklist that the NP is compliant with the NPPF, the Island Plan and EU obligations in relation to the natural environment (Habitat and Birds Directive). The IWC will formally comment on whether the draft NP meets the Basic Conditions as part of its consultation response which will also be forwarded to the Independent Examiner.

## **8. Defining the extent of influence of the Rural Service Centre(RSC)**

The group discussed the need for the NP to define the extent of the influence of the RSC giving greater definition to the Island Plan. We need to set out the area outside of Brighstone Parish for which we feel the RSC provides a function. JB wondered if the Parish Council or NP Steering Group should write to Calbourne and Shorwell Parish Councils as the two rural neighbouring parishes to ask their opinion on the use of Brighstone RSC by their communities.

The possibility of consulting the Doctors and other local service providers about the geographic extent of their customer/client base was considered but there were concerns about this.

JB said that he felt this matter was particularly key when considering the allocation of housing need to the RSC and its influence on the number of new homes that the RSC will be expected to accommodate in the future.

JB showed maps he had prepared with circles extending 2, 2.5 and 3 miles beyond the settlement boundaries of the Rural Service Centres at Niton, Rookley, Yarmouth, Brighstone; the Small Regeneration Area in the West Wight (Freshwater and Totland) and the Key Regeneration Areas of Newport and Cowes. If Yarmouth, Brighstone, Rookley and Niton all have 2.5 mile circles and Freshwater, which is a smaller regeneration area, has a 3.5 mile circle then most of West Wight is covered.

Crispin stated the circle approach was flawed because the distances were "as the crow flies" and it would be better to think about roads and where residents were likely to travel for services. JB agreed that the approach was not ideal but does not have access to more sophisticated analysis methods which would allow the inclusion of road

distance calculations and/or individual choice issues. JB will look again to see if there is an other datasets that could be used.

It was agreed the Steering Group would write to the neighbouring parish councils of Calbourne and Shorwell.

**Action** JB to draft the words to be sent to Calbourne and Shorwell

#### **9. Policy Wording for Traffic and Transport**

This item was not covered as time ran out. JB asked that Steering Group members email him their comments on the Traffic & Transport document he had sent out for the meeting.

**Action:** All Steering Group members to email JB with their comments on the draft Traffic & Transport section.

#### **10. Date of next meetings.**

31<sup>st</sup> March 2015 and 21<sup>st</sup> April 2015

The meeting closed at 9.50pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 31<sup>ST</sup>  
MARCH 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Sue Chorley, Chris Bentley, Joan Kirby, Crispin Keith and Wendy Simmons.

## 1. Apologies

Ken Taylor, Arnold Taylor and Sally Evensen

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 17<sup>th</sup> Match meeting

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

There were no matters arising.

<b>Action:</b> JB to circulate the link to the Youth Survey to the steering group so they can promote it.	Complete. 4 responses have been received
<b>Action:</b> Sue Jennings to talk to the scouts and guides and give them the link to the Youth Survey	Status unknown
<b>Action:</b> Sue Chorley to talk to the youth worker.	Complete
<b>Action:</b> JB to email Judith Stratton to share the Residents Survey results and also to ask if she has any further evidence of activities in Brighstone supporting residents.	Complete but no response as yet
<b>Action:</b> John Cirrone to contact Paul Bradley about photos for the audit.	Complete. Paul is happy to take pictures.
<b>Action:</b> JB to prepare brief on how to approach the Green Space/ Open Space Audit	Complete
<b>Action:</b> JB to draft the words to be sent to Calbourne and Shorwell	This had been sent out but no responses received yet
<b>Action:</b> All Steering Group members to email JB with their comments on the draft Traffic & Transport section.	JB confirmed that he had received some comments

Crispin queried whether the Open Space Audit needed to be done as a group. It was decided to encourage the volunteers to start looking around and nominating sites and then the group would check the sites together.

**Action:** JB to review his brief on the Green Space/ Open Space Audit and encourage the volunteers to start nominating sites.

## **5. Project Manager Update**

### Activities since last meeting

JB said his time had been spent on the RSC data and report, the report on IWC SP2 consultation and drafting the final Traffic and Transport section of the NP. He had also worked on the first drafts of the “Creating a Sustainable Community” and “Improving Community Services” sections and done some work on revising the Parish Design Statement.

### Hours to Date this quarter

From beginning of Feb to end of March JB had worked 76 hours

## **6. Defining the extent of influence of the Rural Service Centre(RSC)**

JB talked the group through the report he had produced based on Defra’s Rural Services Series Monitor and its Access to Services data 2012. The data provides distances along roads rather than as the crow flies. The various maps JB had produced from the data were discussed. JB pointed out the usefulness of the maps for comparing Brighstone to other RSCs as the same methodology was used for all of them. The group agreed that given the infrequent bus service this 2012 data clearly demonstrated that Brighstone was the least sustainable of the RSCs for future growth. Roughly three years ago the number 12 bus that serves Brighstone was hourly rather than two hourly and the group wondered whether IWC decisions re classifying Brighstone as a Rural Service Centre were made before this reduction in service.

**Action** John Cirrone to find the date of the bus service reduction from Parish Council records.

## **7. IWC SP2 (Housing) Consultation (Paper 1)**

John Cirrone said he wondered if the Parish Council or Steering Group should advertise that the consultation was taking place on the SP2 review. It was noted that 11<sup>th</sup> May (midday) is the deadline for responses. It was decided that the consultation would be promoted on the neighbourhood plan web pages.

JB talked through his briefing note. He pointed out that the IWC document that supports the SP2 review refers to NPs and community preference for small scale development and also to planning appeal decisions. The overall housing target for RSCs and the Wider Rural Area is largely unaffected and there is still no intention to identify individual targets for individual RSCs. However the Steering Group were very concerned about the statement

*“The existing figure is acknowledged as being neither a floor or a ceiling, and as such exceeding the stated figure is not a reason in itself for a refusal of planning permission.”*

The change of policy wording from

*“meet an identified local need”*

to

*“contribute to meeting an identified local need, whilst recognising that there will be requirements for market housing to meet demographic changes in household structure”*

was seen by the Steering Group as a major change of approach impacting on the interpretation of the policy.

The group agreed that the proposed SP2 changes could undermine work done so far with the community on housing. There was also agreement that the evidence backs a case for the two RSCs that are wholly within AONBs being treated differently to the other nine. John Cirrone said that the PC needed the findings of the Steering Group on the SP2 changes in writing before their next meeting. The group agreed with the points raised in “Briefing Note re IWC SP2 consultation” and that they should write to the PC about their concerns.

JB suggested that his report was given to the PC along with the briefing report on defining the extent of the rural service centre as they may assist their considerations.

**Action:** JB to write a covering paper and send it with his “Briefing Note re IWC SP2 consultation” to the PC before it next meets on 8<sup>th</sup> April.

It was thought that the timescale for the SP2 changes was very relevant to the producing the Brighstone NP.

**Action:** JB to write to IWC asking about the timescale for the SP2 changes

### **8. Policy wording for Traffic and Transport version 2 (Paper 2)**

The polices were agreed by the group. As bus reductions are planned it was thought prudent to date the bus times quoted.

**Action:** JB Add “as at” dates to bus times

### **9. Policy wording for Creating a Sustainable Community (Paper 3)**

Wendy suggested some wording changes to the draft which JB recorded. JB invited further comments by email.

**Action:** Steering Group members to email JB further comments on his draft for “Creating a Sustainable Community”

### **10. Policy wording for Improving Community Services (Paper 4)**

Chris Bentley wondered if the NP area of the Website should be specifically mentioned as part of the local community being kept well informed in the report. John B stated the report captures general ways in which the community are informed rather than specifically relating to the NP. The Consultation Statement (a required accompanying document for the NP) will set out clearly our approach to consulting and informing the community throughout the process. Crispin said that Notice Boards should be included and this was agreed. Sue Chorley mentioned that Pilates is now offered at Brook. Wendy said the running was Freshwater based and should not feature.

A typo was highlighted in policy ICS2.

In policy ICS3 changing the word “allowed” was recommended.

#### **11. Any other business**

None

#### **12. Date of next meetings**

21st April and 5th May

Joan Kirby and Sue Chorley apologised for 5<sup>th</sup> May.

Sue said she regretted being unavailable for the Green Space audit planned for the week starting 13<sup>th</sup> April.

The meeting closed at 9.30pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 21<sup>st</sup> APRIL 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Sue Chorley, Arnold Taylor, Sally Evensen, Joan Kirby, Sue Jennings, Crispin Keith, Paul Hallums and Wendy Simmons.

**Observers:** Richard Fisk and Glen Hepburn who left at 8:15 pm.

## 1. Apologies

Ken Taylor, Chris Bentley

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 31<sup>st</sup> Match meeting

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

There have still been only four responses to the Youth Survey so far. Sue Jennings confirmed that she had passed on the link to the survey to the Scouts and Guides.

John Cirrone said that nothing had been heard back from Shorwell or Calbourne in response to the letter that had been sent to them concerning the extent of influence of Brighstone as a Rural Service Centre.

**ACTION: JC to ask Susannah to write again to Calbourne and Shorwell**

A response has been received from Judith Stratton showing evidence of activities in Brighstone supporting residents. JB had circulated this to the Steering Group. It was agreed that while this was valuable evidence there was nothing that needed to be added to the draft Neighbourhood Plan.

Actions from Previous Meetings	Status
JB to review his brief on the Green Space/ Open Space Audit and encourage the volunteers to start nominating sites.	This had been sent to volunteers and responses were requested by 25 <sup>th</sup> April

John Cirrone to find the date of the bus service reduction from Parish Council records.	No longer required
JB to write a covering paper and send it with his "Briefing Note re IWC SP2 consultation" to the PC before it next meets on 8 <sup>th</sup> April.	Complete
JB to write to IWC asking about the timescale for the SP2 changes	JB had emailed Ollie Boulter who responded by email to say that the target for the SP2 changes was March 2016
JB Add "as at" dates to bus times	Complete
Steering Group members to email JB further comments on his draft for "Creating a Sustainable Community"	Complete

## 5. Project Manager Update

### Activities since last meeting

JB said his time had been spent on a memo to IWC about SP2 changes timescale, updating the briefing for the SP2 consultation, revising the Parish Design Statement and the Green Space Audit. He had also looked at the Atherfield Bay Appeal Decision.

### Hours to Date this quarter

From beginning of Feb to 21<sup>st</sup> April JB had worked 90 hours

## 6. IWC SP2 (Housing) Consultation – further discussion

John Cirrone said that most Parish Councillors agreed with JB's SP2 consultation briefing words. It was thought the response to the IWC should come from the PC rather the NP Steering Group. Ollie Boulter had offered to discuss the proposed changes before a formal response was made but the group did not consider this necessary. The group agreed that the content of JB's updated SP2 words would be used to formulate the main part of the Parish Council's response to the SP2 update.

**ACTION:** John Cirrone and Susannah Jennings to compile the PC's response and pass the draft to JB for his thoughts prior to their submission to the IWC for its May 11<sup>th</sup> deadline.

## 7. Engaging with Young People

The possibility of holding a young person's event e.g. a BBQ was considered. It was agreed that while an event would be nice it would probably not be overly useful in shaping NP policies and that the resources it would take could be better used. Crispin pointed out that there had been children at the recent consultation event and their views may have been included in the anonymous comments received. JB thought that sufficient effort had been

made to engage with young people. The Youth Survey will remain open in the hope of getting more response.

## **8. Ratification of Previous Policy Drafts**

The aim was to ratify these and put them on the Website as a first draft and also to get informal comments from IWC.

The policy drafts were displayed on the screen and the group read through them together.

### **a) Traffic and Transport**

Paul Hallums challenged the policy TT2 in specifically supporting developments that included coach parking. The results of the Residents Survey were viewed. The question asked was about “Parking provision for coaches and lorries in Brighstone village”. There were 717 responses with 43.5% in favour, 45.9% against 10.6% with no opinion. Arnold pointed out that as the question had referred to lorries and coaches nothing could be concluded about just coaches. There was a great deal of discussion with advantages and disadvantages to the community being voiced. It was finally agreed to remove “and coach parking” from TT2 on the grounds that the residents views were best represented by the words in the *Justification for our policies* text.

At 20:15 Richard Fisk and Glen Hepburn left the meeting.

### **b) Creating a Sustainable Community**

Concerning policy CSC1 Sue Jennings enquired whether policies on foul water had been considered. This was discussed but decided against as it was thought that there were sufficient measures already in place with any development proposals having to provide details which are scrutinized by the Planning Authority and statutory consultees such as the Environment Agency and Natural England. Additionally the Residents and Business Surveys had not identified this as an issue in the area.

### **c) Improving Community Services**

There was concern over the definition of “proven local need” in policy ICS2 especially as sports and leisure facilities may not be considered a “need” but do contribute to health and wellbeing. No solution to this was agreed at the meeting so ‘local need’ will remain in the draft but may have to be changed in the future. JB will attempt to clarify why this is needed in the *justification for our policies* text.

Various rewording was agreed for policy ICS3.

The Steering Group ratified all three draft policy documents provided that the agreed changes were made. They did not require to further check the documents prior to them being made public by being posted on the webpages.

## **9. First Draft Protecting Our Environment**

It was suggested that a section on flora and fauna might be added. JB felt that this was sufficiently covered in the descriptions of the various natural environment designations already set out in the background section.

Minor wording changes were suggested to policy POE1.

Sally mentioned light pollution from conservatories. JB said this was very hard to include in policy but could be mentioned in the Design Statement.

**ACTION: JB** will send out the amended drafts of Protect our Environment and Community Safety for the Steering Group to comment on.

## **10. First Draft Community Safety**

Paul suggested the action CSA1 should be on Hants & IOW Constabulary rather than police, which was agreed.

## **11. Any other business**

None

## **12. Date of next meetings**

5th May and 19<sup>th</sup> May

Joan Kirby and Sue Chorley apologised for 5<sup>th</sup> May.

The meeting closed at 9.15 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 5<sup>th</sup> MAY 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Arnold Taylor, Sally Evensen, Sue Jennings, Crispin Keith, Chris Bentley, Ken Taylor and Wendy Simmons.

## 1. Apologies

Joan Kirby, Sue Chorley and Paul Hallums

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 21<sup>st</sup> April meeting

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

John Cirrone said that no response had been received yet from Calbourne or Shorwell although the Parish Clerk had written to them again. It was hoped there would be a response after their next PC meetings.

It was agreed that JB would make IWC aware that BPNP have some draft policies on the Parish website.

Actions from Previous Meetings	Status
John Cirrone to ask Susannah to write again to Calbourne and Shorwell	Complete
John Cirrone and Susannah Jennings to compile the PC's response and pass the draft to JB for his thoughts prior to their submission to the IWC for its May 11 <sup>th</sup> deadline.	Ongoing
<b>JB</b> will send out the amended drafts of Protect our Environment and Community Safety for the Steering Group to comment on	Complete

## 5. Project Manager Update

Activities since last meeting

- a) Coordinating the Green Space Audit. JB said he had received sufficient information from helpers to hold a meeting about this. It is slightly behind schedule and JB said he is on holiday next week so mid-May would be the earliest for a meeting. The group expressed thanks to Geoff Simmons for his contributions.
- b) Final corrections to the draft NP sections on “Improving Community Services”, “Creating a Sustainable Environment” and “Traffic & Transport” and these were ratified by the Steering Group and available on the Parish Website.
- c) Updating the document that will form the main part of the PC’s response to the SP2 update. It will be sent from the PC in partnership with the BPNP.
- d) Drafting the Jobs and Economy Section and starting the Design section
- e) Updating the Parish Design Statement

### Hours Last Quarter

From 1st Feb to 30<sup>th</sup> April JB had worked 91 hours 45 minutes. He will email an invoice in time for the next PC meeting.

### **6. Green Space Audit**

JB will collate the information he has received and have it ready for the next Steering Group meeting on 19<sup>th</sup> May. John Williams and Geoff Simmons will be invited to the meeting. Only any controversial areas need be physically visited. Ken Taylor made the point that the land surrounding the Methodist Chapel was not open access although it is shown as such on IWC maps. JB said this could be pointed out in our audit of Green Space and omitted from the final map of sites in the Parish.

### **7. Ratification of Previous Policy Drafts**

Paul Hallums had emailed a suggestion about having a policy on lighting. The group checked what the Residents Survey results indicated about lighting. In “Likes and Dislikes” there were 11 comments in favour of *less* Street Lighting/Light Pollution but 10 comments in favour of *more* Street Lighting. However Under “Traffic and Transport” 718 people responded to a question about having more Street lighting and 71.2% of people disagreed or strongly disagreed with this. The Steering Group therefore decided that a policy on lighting was called for. After discussion the group agreed that a policy on dark skies should be added to the “Protecting Our Environment” section and also the “Design” section should mention meeting the AONB criteria on light spillage.

**ACTION: JB** to update “Protecting Our Environment” version2 to include a dark skies policy and circulate it to the group.

### **8. First Draft Jobs and the Local Economy**

Paul Hallums had emailed some comments which JB will take into consideration.

### Parish Zones

The split of the Parish into three zones was discussed. There was concern that zone 2 looked as if it included all the Military Road that lies within the Parish. Also Crispin thought that there wasn't much difference between zones 2 & 3. JB said that zone 2 was different because of the established large tourist sites that needed to be treated differently to the rest of the Parish. Chris suggested that zone 2 be retained but not be called Military Road. It was agreed that zone 2 should consist specifically of the sites IOW Pearl, Brighstone Holiday Centre, Grange Farm and Atherfield Bay Holiday Camp.

### Other Comments

Qualify "working age" with 16-74

30% of people age 16-74 are retired rather than 30% of the population

Grange Garage should be Grange Chine Garage

Be consistent in use of pub or public house

State two shops rather than "shops"

Remove "Being a rural parish"

Rewrite Business Survey paragraph. Remove "planning restraints" from future business success.

Removed repeated sentence "Less than 10% of households are likely to be looking for work..."

Policy JE1 changes "wishes"

Emphasise retention in policy JE1

JE1 to include wording regarding condition/repair

Add to JE1 about diversifying to maintain profitability

Reword bullet 1 on JE2

JE2 Add a point about resisting expansion

It was noted that when the NP talks about favouring small scale development special mention will be need to be made of the 4 large tourist sites needing different treatment

**ACTION JB** Make changes to Jobs and Local Economy and circulate version 2.

## **9. First Draft Design**

JB said that he had done some work on this but it was not sufficiently advanced to bring to the meeting. He would circulate a first draft before the end of the week and it would be on the agenda for the next meeting.

**ACTION JB** Complete and circulate first draft of "Design"

## **10. Any Other Business**

Ken said that comments he had made about "Improving Community Services" (e.g. Methodist Chapel newsletter) did not seem to be included in the version distributed by email. JB apologised if this was the case but believed that Ken may be looking at an old draft with the correct version now uploaded on the NP web pages.

JB was asked how the NP was doing against the timetable. He said it was slightly behind and he would produce a revised timetable.

**11. Date of Next Meetings**

Tuesday 19<sup>th</sup> May 2015 and Tuesday 2<sup>nd</sup> June 2015

The meeting closed at 9.00 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 19<sup>th</sup> MAY 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Arnold Taylor, Sally Evensen, Crispin Keith, Chris Bentley, Ken Taylor, Sue Chorley, Paul Hallums and Wendy Simmons.

## 1. Apologies

Joan Kirby, Sue Jennings

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 5<sup>th</sup> May meeting

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

John Cirrone said that still no response had been received from Calbourne or Shorwell although the Parish Clerk had spoken to them.

Actions from Previous Meetings	Status
John Cirrone and Susannah Jennings to compile the PC's response and pass the draft to JB for his thoughts prior to their submission to the IWC for its May 11 <sup>th</sup> deadline.	Complete
JB to update "Protecting Our Environment" version2 to include a dark skies policy and circulate it to the group.	Complete
JB Make changes to "Jobs and Local Economy" and circulate version 2.	Complete
JB Complete and circulate first draft of "Design"	Complete

JB has made Planning Policy at IWC aware that BPNP have some draft policies on the Parish website and this has been acknowledged.

John Cirrone has had a response from IWC regarding the Local Letting Policy applied to housing in Fortune's Way.

## **5. Project Manager Update**

### Activities since last meeting

JB said he had updated "Protecting Our Environment" and "Jobs and Local Economy" and had completed a first draft of "Design". He had also put the policies that have been drafted into tabular form and checked for consistency. Ken asked whether the table would be included in the NP and JB confirmed that it would.

## **6. Neighbourhood Plan Timetable**

The group looked at the latest project plan (dated 18/05/2015). JB said that there was only one to two weeks slippage on the tasks in hand and that it only affected the work until July. The later stages – consultation and beyond were still on schedule. The "Delivery Plan" is no longer required and so has been removed from the plan.

Arnold asked how the referendum would be carried out. JB replied that it would be completely organised by IWC in the same way as any election. The NP would be made available in the Brighstone Library, online, in the "Hub" and in the Lord Louis Library. Arnold also enquired what would happen if the referendum did not show 50% of voters agreeing with the plan. JB that he knows of no instance where this been the outcome of the NP referendum. If it was the outcome for us we would need to discuss this as a Steering Group and decide whether to try again. The difficulty would be that as people would be voting either yes or no we would have no way of knowing what was causing concern or disagreement. If we did alter the NP significantly we would need to carry out a repeat of consultation, an updated Sustainability Appraisal and also submit these to the independent inspector and statutory consultees for their thoughts.

The group agreed that the Local Consultation on the final draft would need to be promoted - probably by a leaflet drop to each household. An event would be held and the community's opinions gathered. The draft plan would be amended and a final plan produced. This would go to the IWC for formal consultation and then to an inspector for examination. After any amendments the IWC will advertise a further consultation on the final draft and then hold the referendum.

JB said that the outstanding sections of the NP to be drafted were Housing, Design, Introduction including our Vision for the area and General Principles regarding size and location of development.

## 7. Green Space Audit

JB showed the map he had produced which included information from the volunteers. The various proposed areas were discussed by the group.

### Agreed to include:

- Marsh Green Triangle
- Verge at Limerstone on the south side of the road where the banner goes
- Willses Corner
- From village to Countryman and including the Cemetery
- All verge south of main road on east side of Main Road between its junction with Upper Lane and just before Broad Lane.
- Alongside Dragon Tree to Brighstone Mill
- Upper Lane Verge where the bench is

### Rejected:

- Verge at Thorncross
- Area in front of St Mary's Court as private land maintained by home owners.

JB said the completed Green Audit will show what the IWC have already identified plus our additions. He confirmed that the land around the Methodist Chapel had been removed from the list although shown on IWC inventory.

Sue Chorley suggested an area at the end of Wilberforce Road.

Ken said we must be consistent about whether private land is included or not. JB said that he had previously circulated the criteria for something being considered as green/open space.

JB said that all land within the Parish owned by the National Trust near Brook will be included.

**ACTION: Sue Chorley** to check ownership of land at the eastern end of Wilberforce Road and check whether the whole of the footpath from that point to Pippins Close and onwards to Casses Close is suitable for special mention.

Crispin mentioned fenced off area near Lily Grove that he thought was publically owned but as this has no access it was decided not to include in the audit.

### Views

Various views were discussed. JB said views to and from the settlements within the Parish were of most interest with those looking outward from settlements being the most important to capture. Also views from the Military Road towards the settlements should be included.

**ACTION:** All members of **Steering Group** to email JB with any views they think particularly important. Include their location, direction and key features and a low resolution photo if possible. Complete before next meeting (2<sup>nd</sup> June).

JB stated that he really wanted the Green/Open Space Audit to be complete within the next three weeks.

## **8. Ratification of Previous Policy Drafts**

### Jobs and the Local Economy version 2

The group looked at version 2 of “Jobs & the Local Economy” and agreed the following:

- Remove “as such” in policy JE1

- Remove the sentence starting “When including persons over the age of 74

- JE1 last bullet point change “offer” to “businesses”

- Add back in Grange Chine Service Station

With the above changes the group ratified “Jobs and the Local Economy”.

### Protecting Our Environment version 3

The group were content with the sentence about avoiding new street lighting which had been added to policy POE2 and the draft “Protecting Our Environment” section was ratified.

## **9. First Draft Design**

JB explained that the Design section within the main body of the NP would contain specific policies that could be formulated from the guidance in the VDS. The revised Parish Design Statement will contain guidance relating to preferred approaches to permitted development in the area and description of the character of the parish. It will expand the guidance in the VDS to be more spatially relevant to the whole parish and will be a companion document to the NP. The existing VDS already has no status with the IWC.

Ken requested that this is clearly minuted as the issue of how the documents relate to each other and what will be included in the proposed Parish Design Statement has been discussed at previous meetings and should not require further debate prior to consideration of the draft.

The group had a quick look at the first draft of “Design”.

Chris felt that policy D2 was already covered in the Core Strategy.

Sue queried whether “other key elements” in policy D2 should be more explicit. It was decided that this was not practicable and that the wording was a useful catch all.

Sally pointed out that while the community were in favour of the use of local traditional building materials no such materials were available locally.

JB said that he would like to get this section ready for ratification at the next meeting and therefore requested that the group send their comments by 26<sup>th</sup>.

**ACTION: Steering Group members** to email JB with comments on Design version1 by 26<sup>th</sup> May 2015.

## **10. Any Other Business**

David Motkin has the copyright to the images in the existing VDS. His permission must be sought to reuse these in the revised Parish Design Statement.

**ACTION: Sue Chorley** to seek David Motkin's permission to use images from the VDS in the new PDS

**11. Date of Next Meetings**

Tuesday 2<sup>nd</sup> June 2015, Tuesday 23<sup>rd</sup> June and Tuesday 7<sup>th</sup> July.

Sue gave apologies for 23<sup>rd</sup> & 7<sup>th</sup> July

The meeting closed at 9.15 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 2<sup>nd</sup> JUNE 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Sue Jennings, Crispin Keith, Sue Chorley, Joan Kirby, Arnold Taylor, Sally Evensen, Chris Bentley and Wendy Simmons.

## 1. Apologies

Paul Hallums and Ken Taylor

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 19<sup>th</sup> May meeting

Having been previously circulated these were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

John Cirrone said that responses had been received from Calbourne and Shorwell in the form of emails. JB read out the responses. Shorwell mentioned the doctors, library, shops and garden shows. The Calbourne response was very brief and it was not known whether their Parish Council had discussed their reply. JB said that email responses were too informal as they were needed as evidence to back up our definition of the extent of influence of Brighstone RSC.

**ACTION** John Cirrone and Susannah to compile another letter requesting a formal response.

Actions from Previous Meetings	Status
Sue Chorley to check ownership of land at the eastern end of Wilberforce Road and check whether the whole of the footpath from that point to Pippins Close and onwards to Casses Close is suitable for special mention.	Complete. This is amenity land managed by the PC.
All members of <b>Steering Group</b> to email JB with any views they think particularly	Complete. JB has received quite a few views.

important. Include their location, direction and key features and a low resolution photo if possible. Complete before next meeting (2 <sup>nd</sup> June).	
<b>ACTION: Steering Group members</b> to email JB with comments on Design version1 by 26 <sup>th</sup> May 2015.	Complete.
<b>ACTION: Sue Chorley</b> to seek David Motkin’s permission to use images from the VDS in the new PDS	Complete. Permission granted.

JB said he had completed all the changes to “Protecting Our Environment” and “Jobs and the Local Economy” and these were now ready to make available on the website. Some group members had sent JB comments on the “Design” section. These had been noted but this section was being put to one side until the first draft of the Parish Design Statement is complete at which time they will be discussed together.

## 5. Project Manager Update

### Activities since last meeting

JB had processed the comments on the first draft of “Design” and had produced the first draft of “Housing”. He had also written the briefing note on the IWC Affordable Housing Supplementary Planning Document that is open for consultation until 6<sup>th</sup> July.

### Hours

JB’s hours so far this quarter (from 1<sup>st</sup> May to 1<sup>st</sup> June) are 21.

## 6. IW Council Affordable Housing Supplementary Planning Document Consultation

The group looked at the IWC document and JB’s briefing Note.

There was discussion about whether commuted payments would actually benefit Brighthstone Parish as IWC would not be obliged to use them in the Parish. John Cirrone said that the Isle of Wight council funded 30% of the cost of the affordable houses on Heath Gardens.

JB said he wanted to find out if we could have a policy that says affordable housing must be “delivered”.

**ACTION JB** to check with Planning Policy IWC as to whether they consider our NP policy H2 conflicts with the Affordable Housing SPD. Their response will determine whether or not the PC and NP Steering Group need to respond to the consultation. JB said he would chat to Ollie Boulter and email the group before he went away for a week from 7<sup>th</sup> June.

## 7. Green Space Audit

The group looked at maps of suggested key views (depicted by arrows giving the location and direction). JB reiterated that it was key views to and from the settlements that would be specifically listed rather than long distance views. The group looked at the photos of views that group members had submitted.

Sue Jennings suggested that Brighstone might be unique in having agricultural land in the Village Centre.

The open space map was displayed and JB said he had added the verge at the north end of Chilton Lane and the Willberforce Road through to Galley Lane walkway.

It was noted that Willses corner still needed to be added.

**ACTION JB** to produce maps that can be given to Paul Bradley so he can take photos of the green/open spaces.

## 8. First Draft Design

JB said that comments the group had emailed were useful. He would endeavour to include more Brighstone specific references. Rather than saying "local materials" the policy would refer to "materials in keeping with the local vernacular".

## 9. First draft Housing

The group looked at the first draft of Housing Policies. A few typos were noted. JB queried whether the third bullet point under community objectives could include a cascade of eligibility. Crispin pointed out that Brighstone Village should not be given higher priority than the rest of the parish. After much discussion it was decided that:

- Eligibility for affordable housing would be simply be the extent of the RSC (still being defined)
- The Eligibility criteria should be put in an appendix and just be referred to from the community objectives

Crispin queried whether policy H1 meant no new properties should be built in Brook. JB confirmed this was the intention.

Wendy was concerned that "meet local need" might be interpreted as contributing to a need. The group decided that policy wording needed some flexibility and should remain as drafted.

For policy H2 the draft words were acceptable to the group subject to the outcome of JB's chat with IWC Planning Policy re possible conflict with the Affordable Housing SPD

Sue Jennings asked whether self builds had been considered. Although low cost these are not within the definition of "affordable".

Policy H3 was considered.

Sue Chorley said that during verbal consultation community members had expressed concern that specialist housing was unlikely to become available at exactly the time that a

local need arose and it could therefore easily be allocated to non-locals. The need to control release of such housing was agreed.

#### **10. Any Other Business**

John Cirrone said that Island Buses were holding an event in Newport on Sat 6th June and that he would be attending.

#### **11. Date of Next Meetings**

Tuesday 23<sup>rd</sup> June and Tuesday 7<sup>th</sup> July.

Sue Chorley gave apologies for 23<sup>rd</sup> June & 7<sup>th</sup> July

Chris Bentley gave apologies for 23<sup>rd</sup> June

Wendy will be unavailable for 7<sup>th</sup> July

The meeting closed at 9.15 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 23<sup>rd</sup> JUNE 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Sue Jennings, Crispin Keith, Arnold Taylor, Paul Hallums and Wendy Simmons.

## 1. Apologies

Sue Chorley, Chris Bentley, Joan Kirby, Sally Evensen and Ken Taylor

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 2<sup>nd</sup> June meeting

JB pointed out that “Wendy will be unable for 7<sup>th</sup> July” should read “Wendy will be unavailable for 7<sup>th</sup> July”. This correction was made and the notes were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

John Cirrone confirmed that another request had been sent to Calbourne and Shorwell requesting their opinion on what services their communities use in Brighstone. The letter explained that a formal response was required as it would provide evidence about the extent of influence of Brighstone RSC. No replies had yet been received.

Actions from Previous Meetings	Status
<b>ACTION</b> John Cirrone and Susannah to compile another letter requesting a formal response.	Complete
<b>ACTION JB</b> to check with Planning Policy IWC as to whether they consider our NP policy H2 conflicts with the Affordable Housing SPD.	Complete. See item 6b
<b>ACTION JB</b> to produce maps that can be given to Paul Bradley so he can take photos of the green/open spaces.	Complete

John Cirrone reported on the IOW Bus and Rail Users' Group meeting he had attended on 18<sup>th</sup> June. He said that some cuts to the number 12 service were planned and the number 35 route would be lost altogether. The evening and weekend buses and the winter Sunday service would be impacted. The group agreed that this would be especially bad news for young people in the parish. It was understood that the new service information was available on Southern Vectis website; however, JB said that he had looked for it and it didn't seem to be there yet. This new service information will be used to compare Brighstone with other RSCs.

## **5. Project Manager Update**

### Activities since last meeting

JB had been working on revising the draft of "Housing". He had had a long call with IWC Planning Policy.

He had advised on the Newsletter entry and prepared for this meeting.

He is working on the Parish Design Statement and hopes it will be ready to bring to the next meeting.

## **6. Update on discussion re NP approach to Housing with IW Council Planning Policy**

### **a. Informal early verbal comment on our draft**

IWC confirmed that they were not planning to use the community infrastructure levy tool. This means there is no direct route for communities to receive money from development. The IWC will work with PCs and PCs can work with Developers to try to ensure that any 106 agreement provides what a community needs and wants. IWC pointed out the practical shortfalls in delivering affordable housing as our draft NP policy H2 supports developments of 10 or less units and the SPD only requires onsite delivery for 10 or more.

JB queried whether our plan could say that the community had a preference for developers to deliver on site. It was not known if an inspector would allow this.

The value of commuted payments was asked and JB responded that there was a commuted sum calculation at the end of the Affordable Housing SPD.

There was discussion with the IWC about Sustainability and the Island Plan Rural Service Centre Matrix. JB had let them know that we are attempting to define the extent of the influence of the Rural Service Centre as part of our work for the Neighbourhood Plan, with this being based on the most recent Defra data on access to services and also the pending responses from neighbouring parishes.

Crispin queried whether "local need" meant the need of local people or the need of the locality. JB said that in this context it is a housing need based on a survey of local people and other locally pertinent data.

John Cirrone raised the matter of whether the PC could recommend the purchase of land for delivery of affordable housing. JB said this was a whole new approach to what we so far had in the draft NP and he was not sure it was reasonable to add it at this stage; however, there could be an action point for the PC in the NP.

**ACTION:** JC to discuss this approach at Parish Council to confirm that an action on the matter in the NP is supported.

There was debate over the recent announcement that the Government intends to evoke a “Right to Buy” scheme for Social Housing. It is uncertain how this may effect supply and protection of ‘local connection’ of any affordable housing in the Parish. We will need to keep a watching brief on this and acknowledge that there may be a need for an amendment to the NP post adoption should it be felt necessary.

The IWC queried the strength of wording regarding restricting housing development outside the RCS (and on sites not immediately adjacent to its boundary). It was explained that this was consistent with the location of the parish in an AONB and with the comments received from a clear majority of the residents in the area. Therefore the group still believes this is the correct approach and is consistent with the Island Plan Core Strategy, and the National Planning Policy Framework.

#### **b. Implications of proposed IWC Affordable Housing SPD (currently in consultation)**

The main concern is how the Parish gets the benefit of commuted payments

**ACTION:** JB to draft word for the SPD consultation

### **7. Housing – second draft**

The group looked at the second draft and discussed some amendments that had already been suggested.

The subject of sheltered housing was of concern. Some felt that such housing needed to be on a bus route, was not small scale and there was no identified need for it. It was decided to amend policy H4 to reflect this and to define a Brighstone specific approach to the delivery of Island Plan Development Policy DM5.

A suggested insertion into Policy H1 to prioritise redevelopment over new development was agreed.

JB said he would circulate the amended housing section before asking the group to ratify it.

**ACTION:** JB to redraft the housing section

### **8. Any Other Business**

**ACTION:** John Cirrone to arrange with Paul Bradley to photograph green space and views.

### **9. Date of Next Meetings**

Tuesday 7<sup>th</sup> July and Tuesday 21<sup>st</sup> July.

Paul Hallums gave apologies for 21<sup>st</sup> July

Sue Chorley gave apologies for 7<sup>th</sup> July at the 2<sup>nd</sup> June meeting

Wendy will now be available for 7<sup>th</sup> July

The meeting closed at 9.15 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 7<sup>th</sup> JULY 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman), John Brownscombe (JB), Joan Kirby, Sally Evensen Crispin Keith, Paul Hallums and Wendy Simmons.

## 1. Apologies

Sue Chorley, Chris Bentley, Sue Jennings, Ken Taylor and Arnold Taylor

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 2<sup>nd</sup> June meeting

The notes were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

John Cirrone said that we had not yet had a reply from the second request sent to Calbourne and Shorwell re services in Brighstone.

Actions from Previous Meetings	Status
<b>ACTION</b> JC to discuss purchase of land for Affordable Housing at Parish Council to confirm that an action on the matter in the NP is supported.	This is on the PC Agenda
<b>ACTION</b> JB to draft words for the SPD consultation	Complete.
<b>ACTION</b> JB to redraft the housing section	Complete and circulated prior to meeting
<b>ACTION</b> John Cirrone to arrange with Paul Bradley to photograph green space and views	Complete. The photos were shown to the Steering Group.

It was confirmed that a joint NP/PC response to the IWC Affordable Housing SPD had been submitted. The words were read out to the group. The main point was that the SPD should detail how the IWC will work with PCs to ensure local benefit from commuted payments.

Sally mentioned Community Land Trusts and whether they might be a way forward for affordable housing to be investigated by the Parish Council. She thought that feasibility funding was available.

## **5. Project Manager Update**

### Activities since last meeting

JB had been working on version 3 of the draft Housing section, on the drafting of “Vision” and the response to the SPD consultation. He had also worked on the Parish Design Statement and was having to balance content versus size of the document. He will endeavour to circulate it to the group prior to the next meeting.

JB noted that Kevin Stubbs had contributed photographs to the original Village Design Statement and wondered whether he could be contacted to ask permission to reuse material. Nobody knew how to contact him so it was agreed not to use his contributions but to re photograph any locations he had used which may be needed for the Parish Design Statement.

### Hours

JB’s hours for this quarter (May, June, July) up to 6<sup>th</sup> July (inclusive) are 51.5.

## **6. Housing Section – latest draft, discussion and ratification**

Paul Hallums queried the need for housing for older people in policy H4. JB stated the Island Plan policy DM5 would apply by default unless we had our own local policy to influence its delivery at a local level. The group agreed that H4 should include “Housing for Older People” however “downsize” will be removed from the background text along with “sheltered accommodation”.

Paul Hallums expressed the opinion that policy H3 should give more emphasis to affordable housing for young people. This was discussed and the difficulty of young people renting or buying was recognised but considered to largely be a national problem. No specific evidence had come forward for the specific need for affordable housing for young people in the parish during the Residents Survey or Housing Survey, and the policy as written would not exclude such housing being provided should a local need be identified. It was agreed that the policy would not be changed.

JB pointed out that the text supporting Island Plan policy DM4 (paragraph 7.72) states that 70% of affordable housing was to be rented affordable.

John Cirrone said that he had been to a meeting about buses and would put together notes. Southern Vectis said because it was a straight line route from Calbourne to Yarmouth it made a bus on that route more economically viable. This raises the question as to whether the role of Brighstone for accepting new development in the future is still sustainable when other villages may be better served by public transport due to the proposed changes to Southern Vectis bus service provision.

JB asked that the PC request Southern Vectis for a full timetable for services from September 2015. He proposed to do an analysis with services to other RCSs as this is not available online.

All agreed to ratify the housing section once the small changes suggested in the meeting had been made.

## **7. Draft Vision**

JB said he would reword the Community Objectives to make them read more suitably within this section of the NP. The re-drafted versions would then be put back in the various NP sections.

The vision was read out to the group.

It was agreed to add Freshwater and Yarmouth to the bus service destinations.

Crispin suggested changing the heading of “Vision” to “Vision of Brighstone Parish in 2027”. Everyone agreed with this.

Paul was questioned the words on flood risk but after some discussion his concern was more with the Environment Agency Flood Risk mapping rather than the words in the vision. Crispin didn't like “great” place to live and it was agreed to change it to “good”.

The group considered whether the school and doctors should be mentioned in the vision but concluded that saying “retained and improved” facilities could be better than listing specific ones.

Paul Hallums expressed concern about the Traffic & Transport community objective “alleviate on street parking”. It was agreed this should remain as written since it had been a concern shown in the Residents Survey responses.

## **8. Parish Design Statement – Update**

JB will email this to the group when it is ready. Crispin queried the relationship of the Village Society to the Parish Design Statement. JB said there was no direct relationship but they would get the opportunity to comment on it.

The group viewed and admired Paul Bradley's photos. Crispin volunteered to take a couple of extra views that people suggested. JB confirmed that some of the photographs of views already supplied by the group will also be used.

## **9. Any Other Business**

Wendy said she would like to see a financial report listing all incomings and outgoings of the NP to date. This would be an important record document. John Cirrone said the Parish Clerk had this information and would prepare a report.

## **10. Date of Next Meetings**

Tuesday 21<sup>st</sup> July and Tuesday 4<sup>th</sup> August 2015.

Paul Hallums gave apologies for 21<sup>st</sup> July  
Crispin gave apologies for 21<sup>st</sup> July and 4<sup>th</sup> August.

JB said he hoped to have a first draft of the NP ready for the 4<sup>th</sup> Aug meeting. He still had a lot of work to do including the Introduction and Context Setting, Sustainability Appraisal and Green Audit.

The meeting closed at 9.10 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 4<sup>th</sup>  
AUGUST 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

*The meeting scheduled for 21<sup>st</sup> July was cancelled so the meeting previous to this was on 7<sup>th</sup> July.*

**Present:** John Cirrone (Chairman) (JC), John Brownscombe (JB), Joan Kirby, Sue Chorley, Chris Bentley, Sue Jennings, Wendy Simmons and Crispin Keith (from 7.40 pm).

## 1. Apologies

Sally Evensen, Paul Hallums and Arnold Taylor

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 7th July meeting

The notes were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

Actions from Previous Meetings	Status
<b>ACTION</b> JC to discuss purchase of land for Affordable Housing at Parish Council to confirm that an action on the matter in the NP is supported.	This is on the agenda for the PC meeting on 19 <sup>th</sup> August.

JB showed the group the responses from Calbourne and Shorwell re services in Brighstone.

### Response from Calbourne

The written response from Calbourne PC said that the Brighstone RSC would have little or no role for the Calbourne community.

### Response from Shorwell

A written response had been received from the Shorwell clerk detailing the PC's response. Currently the Village Shop and Post Office, the Doctors and library and the pub and school

are used. Future use would depend on the bus service and availability of the shop/Post Office in Shorwell.

JB said that he would be producing a document detailing the Extent of Influence of the Brighstone RSC and it would be a companion document to the NP. It would use Defra data plus the Calbourne and Shorwell responses and the route 12 bus timetable (from September 2015). *Note the new route 12 timetable is available from the Southern Vectis website today 5<sup>th</sup> Aug.*

JB requested a copy of notes made by JC at a meeting with Southern Vectis and also suggested that the notes be agreed with Matt Kitchin of Southern Vectis and Stuart Chandler from the Isle of Wight council both present at the meeting.

In one NP area the procedural process had been challenged by a developer because votes had been taken at a PC meeting by non PC members. This would not apply to the Brighstone NP process as the Steering Group is an advisory group and formal documents will be given to the PC to ratify.

JC asked how close we were to having documents ready to give the PC as he wanted councillors to have a month to read them before being asked to ratify them. JB replied that they should be in a state to give them at their meeting on 19<sup>th</sup> August.

## **5. Project Manager Update**

JB said that cancelling the July 21<sup>st</sup> meeting had given him useful extra time to spend on the documents he has produced.

## **6. Youth Survey Results**

JB said he had thought it necessary to bring this to a close and had shut down the Survey Monkey questionnaire. Despite a lot of effort to make young people (under 16) aware of the survey only seven had completed it. A Summary of Results and individual responses to the nine questions had been distributed to the Steering Group. The group agreed that there weren't any points in the responses that conflicted with or had not been covered by the draft NP. Crispin commented that the youth responses pretty much mirrored the Residents Survey results.

## **7. Brighstone Parish Green Audit Report**

This had been distributed to the group on 31<sup>st</sup> July.

Sue Chorley expressed surprise that the audit said nothing about North Street. JB responded that this was because it already featured heavily in Conservation Area Reports. It was suggested that the introduction should include some mention of "Conservation Areas". Crispin pointed out that the document will be used in a stand-alone capacity and therefore section 1.1.2 needs to say that it is a companion document to the NP.

It was queried whether Green Corridors were the same as Public Rights of Way and JB responded that they were although the term is also used to refer to wildlife habitat. He also explained the meaning of “Greenway” which is a track with public vehicle rights i.e. a byway. Crispin requested that in section 2.2.2 “felt” be changed to “agreed”.

JB said he would add an additional map of conservation areas.

**ACTION Steering Group:** Email comments on the Green Space Audit to JB a.s.a.p. and definitely within a week.

**ACTION JB:** Check NP policies cross reference to the Green Space Audit wherever appropriate.

## **8. Consultation Draft BPNP – First Draft**

JB said that the Foreword should be completed by JC. There was some discussion about what to include in this and JC suggested a dedication to the memory of Ken Taylor. The NP can be shown to the IWC without the foreword so it will be needed for some time in September.

**ACTION Steering Group:** to email JC about what they think is significant to include in the NP foreword.

Sue Chorley thought the NP had a conflict re lighting.

Joan thought that section 8.1 about monitoring was hard to understand and JB said he would reword it to make it clearer.

The group looked at section 9.1 the Overview and Spatial Strategy. JB explained that for the rest of section 9 the words were as previously agreed by the Steering Group but that he had reorganised the views and objectives so that views were information from surveys and objectives were what needed to be done as a result.

JB recommended emphasising the excellent level of survey responses in the foreword.

**ACTION Steering Group:** Email comments on Draft NP to JB before 18<sup>th</sup> August. Especially check if there are enough signposts to the companion documents. Also look for any inconsistencies between the Brighstone Parish Design Statement document and the detail in the section 9.6 of the NP. Also check that policies and actions are consistent within themselves.

JB said he would ask a person who had not been involved with the NP to read the key documents.

## **9. Brighstone Parish Design Statement**

The group found the old maps very interesting. JB had included them to show development of settlements and in an effort to address the characterisation as suggested by English Heritage in their response to the Sustainability Appraisal Scoping Report.

Sue mentioned that the Meadows Estate (Wilberforce Estate) had covenants that no fencing was allowed at the front.

**ACTION Steering Group:** Check the Design Statement document photo captions and names as well as typos and content. Especially check the five lots of guidelines. Email JB with comments.

#### **10. Date of Next Meeting**

Tuesday 18<sup>th</sup> August 2015.

JB will endeavour to circulate documents on Extent of RSC and the revised Sustainability Appraisal prior to the next meeting.

The meeting closed at 9.30 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 18<sup>th</sup> AUGUST 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman) (JC), John Brownscombe (JB), Joan Kirby, Sue Chorley, Chris Bentley, Sally Evensen and Wendy Simmons

## 1. Apologies

Crispin Keith, Arnold Taylor and Paul Hallums

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the notes of the 4<sup>th</sup> August meeting

The notes were confirmed as a correct record and signed by the Chairman.

## 4. Matters Arising & Review of Actions

Actions from Previous Meetings	Status
<b>ACTION Steering Group:</b> Email comments on the Green Space Audit to JB a.s.a.p. and definitely within a week.	Complete
<b>ACTION JB:</b> Check NP policies cross reference to the Green Space Audit wherever appropriate	Complete
<b>ACTION Steering Group:</b> to email JC about what they think is significant to include in the NP foreword	Ongoing
<b>ACTION Steering Group:</b> Email comments on Draft NP to JB before 18 <sup>th</sup> August. Especially check if there are enough signposts to the companion documents. Also look for any inconsistencies between the Brighstone Parish Design Statement document and the	Complete

detail in the section 9.6 of the NP. Also check that policies and actions are consistent within themselves	
<b>ACTION Steering Group:</b> Check the Design Statement document photo captions and names as well as typos and content. Especially check the five lots of guidelines. Email JB with comments.	Complete

## 5. Project Manager Update

JB said he had been working on producing the documents. He thanked the group for their comments which had been very useful. He had not quite finished the Sustainability Appraisal which needs to be ready for when the plan goes to the community. JB is anticipating it will be ready in a week from tonight's meeting.

IWC have said they require 3 weeks for their informal comments. The SG will need to consider the IWC comments before giving the draft documents to the PC to ratify. The NP could be shared with the PC at their meeting on 19<sup>th</sup> Aug. JB said it would be ready either tomorrow or by the end of the week. JB wants to give the NP to Planning Policy at IWC at the end of this week.

## 6. Discussion of Feedback on Drafts

### a. Neighbourhood Plan

JB said he had incorporated many of the comments he had had on this but where they related to a change in wording of policy he needed the group's opinion.

#### Things agreed included:

Rather than putting actions on e.g. PC, police, AONB this would be changed to "Lead" and "Partners". In all cases bar one the PC is the lead.

JC said he will ask the PC to consider if they are happy to take on the actions having read the draft plan.

In policy JE2 the meaning of "larger schemes" was discussed. It was decided to see if the IWC made any comment or suggestion about quantifying this.

In policy ICS1 the sentence "In all cases proposals will also be expected..." will be removed.

In policy H2 Lifetime Home design criteria will be preceded by "relevant"

### b. Parish Design Statement

JB said he had changed the layout from two columns to one column, had enlarged the maps and hoped to be able to get better resolution copies of the old maps. Pictures of buildings had been re-arranged in age order.

JC pointed out that his property was not actually in Limerstone and it will be removed. Additional photos provided by Paul and Sally have been included.

A banner "Brighstone Parish Design Statement" had been added to all guidelines as suggested by Crispin.

Guideline 18 – a lot of discussion re uPVC. It was agreed to remove everything prescribing wooden windows.

It was decided to retain the term "greywater"

The description of St Mary's court was altered to say "principal elevation in stone".

JB had not received Sally's email comments so they were worked through.

Quality of the Public Realm – strong was removed from "A strong, appropriate and distinctive design palette"

### **c. Defining the extent of the RSC**

Paragraph 3.5 was changed as it was the number 7 bus that used to go to Yarmouth. More emphasis was given to the very limited bus service.

## **7. Changes to Green Audit Report**

JB said that he had added views of North Street and Ashley Way, the conservation areas and a bit more about the purpose of the document.

## **8. Sustainability Report**

JB reiterated that he was working on this and it should be ready in the next week. It will be a big document with over 100 pages.

## **9. Timetable for Consultation**

Submit documents to IWC for 3 weeks of informal consultation by 21st August

The group will discuss the IWC comments and make any changes between 11<sup>th</sup> September and 22<sup>nd</sup> September.

The PC will consider and hopefully ratify the updated documents at their meeting on 23<sup>rd</sup> September

Public consultation will start on Friday 9<sup>th</sup> October and end on 20<sup>th</sup> November.

ACTION: Sue Chorley to check availability of Wilberforce and Seely Halls for dates between 17th Oct and 7th November.

JB will be on holiday from 20<sup>th</sup> September to 2<sup>nd</sup> October

## **10. Date of next meeting**

Tuesday 15<sup>th</sup> September. Chris Bentley and Joan Kirby gave apologies

The meeting closed at 9.25 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 15<sup>th</sup> SEPTEMBER 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman) (JC), John Brownscombe (JB), Arnold Taylor, Paul Hallums, Sue Chorley, Dave Hollis, Chris Bentley, Sue Jennings, Wendy Simmons and Ollie Boulter of IWC Planning Policy

## 1. Welcome and Apologies

John Cirrone gave a special welcome to Ollie Boulter of IWC Planning Policy and it was agreed that item 5 on the agenda would be discussed first so that Ollie could leave as early as possible.

Apologies were received from Crispin Keith, Joan Kirby and Sally Evensen

## 2. Declarations of Interest

None declared.

## 5. Discussion of IWC informal feedback on Consultation Draft

JB thanked Ollie for his informal feedback. Ollie reiterated that his comments were intended to be constructive. He mentioned that the examiner will only be aware of what is actually written in the plan so it is important that all evidence that has informed the policies is included in their justification.

Ollie said that planning officers would apply the plan policies when making planning decisions and it was important that policies left no room for confusion or being applied in an unintended way. Plan policies must not be open to misinterpretation.

Arnold suggested that the group discussed JB's responses to Ollie's comments and it was agreed to do that.

### Policy H1

Ollie said that for ease of reference (by planners) repeated policies (in the Island Plan and NP) don't help. The view was expressed that the community did need the relevant policies of the Island Plan to be included. Chris Bentley suggested the policies were left in but marked as being Core Strategy ones. Ollie suggested including such policies but just as background rather than policies. JB suggested combining H1 and H2 and said he would draft something.

Clarification was sought on what would happen if the community made comments at consultation which were at odds with the Island Plan. It was confirmed that the NP must not conflict with the Island Plan. JB said that the views of local people would be included in background documents that would accompany the plan. Ollie pointed out that community responses from surveys were "assertions" rather than hard evidence.

### Policy H2

It was agreed that more evidence was needed to justify H2 bullet one (small scale).

Lifetime Home criteria will be removed from bullet 4 and replaced by something like "...consider design criteria to allow people to remain in their own homes".

Bullet 3 re design. Ollie said design was very subjective and planners looked at themes and asked themselves if a design "made sense". He was against elements of design being scattered about the plan and repeated. JB explained that the intention was to make each section of the plan stand alone. Ollie's advice as a user of the plan was that he would rather see everything about design in one place and that this could become an "official" comment at a later stage – however it was up to the group. JB asked if this was a matter of style of presentation rather than a basic condition compliance issue. OB confirmed that this was the case.

JC asked Ollie to explain how a planning officer would use the NP. Ollie said that officers tended to deal with certain types of application and areas and they would become very familiar with the NP policies through use.

### **Policy H3**

Ollie confirmed that the policies in DM4 would not be changed. He said the IW Affordable Housing SPD had been adopted. JB said he would rewrite H3 to reflect the new SPD and existing DM4.

JB said he didn't see anything relevant in the Gurnard appeal decision.

Local Letting criteria - Ollie explained that criteria were often impractical for Housing Associations and that planning had worked with the latter to produce a template. JB asked when this would be available. Ollie advised leaving our criteria for now but being open to change if the template was ready in time.

### **Policy H4**

JB stated that evidence shows that the community felt strongly about there not being an oversupply of specialist housing for older people. Ollie agreed that the policy was compliant with the Island Plan. It was agreed to leave it as is. The group also agreed with JB's response about rural worker housing.

### **Policy POE1**

JB said this was a key point for the community so the plan must say something. This was the same issue as with H1. JB will email the group with a suggested compromise.

### **Policy POE2**

JB said the evidence shows that the community did not want more street lights. Sue Chorley thought it should not be a blanket ban. There was concern over the use of the word "avoid" in the policy. The group agreed to leave POE2 unchanged.

### **Policy TT1**

It was agreed to leave this unchanged.

### **Policy TT2**

Ollie had interpreted this policy as seeking developer contributions towards building a car park. JB explained that what was intended was to exploit opportunities for parking on a site rather than seeking financial contributions or building a car park. JB will reword the policy.

There was discussion about “public car parking”. JB proposed rewording the policy to say “parking for public benefit”. Chris Bentley questioned whether there was a conflict with public parking on private land. Dave Hollis said such land could be given to the community and adopted by the PC. JB will reword the policy.

#### **Policy JE1**

JB is happy with the policy as it is written.

#### **General Use Classes Order – Recent Amendment**

JB will add words to make it clear that certain changes do not require planning permission and therefore the NP cannot influence them.

Dave queried whether granting change of use depended on the number of providers of the existing use within the village. Ollie said it all depended on what the use was and that employment giving uses would be favoured.

#### **Policy JE2**

It was agreed to add in the term commensurate to overcome the need to provide a lot of detail on traffic generation etc. for smaller schemes. JB to reword accordingly.

#### **Policy JE3**

For bullet point 2 “use appropriate in a rural area” Ollie suggested that examples were needed or possibly that the applicant should have to demonstrate that the use was appropriate.

JB will think about this and to potentially reword.

#### **Design**

JB will add clarification about the use of the Parish Design Statement. Ollie reiterated that it could have no control over permitted development. JB said that it was not binding but was there to provide guidance and encouragement. JB to make this clearer in the NP and Planning Design Statement.

#### **Green Space**

##### **Important Views**

Ollie said it was necessary to state why each key view is important. JB will consider this and think about how best to strengthen this document and its use in the Neighbourhood Plan

##### **Policy D2**

JB suggested removing this policy and the group agreed on this.

#### **Policy ICS1**

Ollie questioned whether ICS1 & ICS2 added to the Island Plan policy DM7. Sue Chorley felt that they did add to the NP. Ollie suggested a footnote to cross reference DM7. JB suggested combining the two into one policy.

#### **Green Space**

There was discussion about the total number of Green Spaces and whether some of them should be included in the NP itself. JB will consider this and an email will be circulated to the group for further discussion.

#### **NP Timescales**

Ollie was questioned about timescales to NP adoption. He said that after the local consultation and any resulting changes had been done then the IWC would need the documents for 2 weeks before the 6 week consultation could start (they always start on a Friday).

If the PC ratifies the NP at their meeting on 14<sup>th</sup> Oct then local consultation can take place from 16<sup>th</sup> Oct to 27<sup>th</sup> Nov and the IWC consultation would likely be completed in mid-February.

Ollie left the meeting at 9:30 pm

JC asked if JB had found an independent person to read the NP. JB replied that he hadn't as yet but he definitely would do so.

### **3. To agree and sign the Notes of the last meeting**

The notes were confirmed as a correct record and signed by the Chairman

### **4. Matters Arising**

JB has further work to do in order to complete the Sustainability Appraisal

JB will be on holiday from 20<sup>th</sup> September to 2<sup>nd</sup> October

### **6. Discussion of Brighstone Parish Council comments**

There was not time to cover this item.

**ACTION: Steering Group** to email JB their comments on David Tolfree's comments especially about the vision.

### **7. Other updates and next steps**

**ACTION: Sue Chorley** to look at the Green Spaces and sort out the bits of verge.

**ACTION: Steering Group** to let JB know their views on green space in the next couple of days

### **8. Date of next meeting**

Tuesday 6th October.

The meeting closed at 10.15 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 6<sup>th</sup>  
OCTOBER 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman) (JC), John Brownscombe (JB), Arnold Taylor, Paul Hallums, Sue Chorley, Chris Bentley, Sally Evensen, Sue Jennings (from 8:15 pm) and Wendy Simmons

## 1. Apologies

Apologies were received from Crispin Keith and Joan Kirby

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the Notes of the last meeting

The notes were confirmed as a correct record and signed by the Chairman

## 4. Matters Arising

Chris said the banners were ready.

“Discussion of the PC Comments on draft NP” was added to the agenda.

## 5. Further discussions on pre-submission Consultation NP Draft

The group looked at the latest version of the Draft NP. The Foreword was read and a few small alterations suggested.

It was agreed that a letter introducing the plan should be delivered with the leaflet.

JB confirmed that the IWC consultation will be open to the public.

JB showed the changes he had made as a result of comments and of the new Affordable Housing SPD.

## Discussion of Brighstone Parish Council comments

It was decided not to change the tense of the Vision.

It was agreed that any consistency of the use of language will be checked later date when we are also considering any comments that have been received as part of the forthcoming consultation process.

It was agreed that the necessary actions had been taken on Cllr. David Tolfree’s comments.

## 6. Next steps

It was suggested that the many views in the Green Space Audit needed rationalising. However after much discussion it was agreed not to make any changes. JB might add a few words about highlighting how many of the identified views cross farmland in the centre of the village.

The meeting agreed to carry on in the way we have so far progressed with respect to open space and green space.

It was agreed that 6 copies of the NP and 2 copies of the Sustainability Appraisal would be printed for the consultation.

Copies will be made available in the Exchange and the Library during opening hours.

Sue Chorley and John Cirrone will have copies available for short term loan.

The same copies will be used for the Consultation Days.

Posters will be needed advertising the Consultation Days and where the Draft Plan documents can be seen.

#### Consultation Leaflet

The publicity leaflet will need updating with the exact online address for the plan and the availability of printed copies.

**ACTION – WS** to create a folder on Cloud Storage for the Consultation Documents.

**ACTION –** Publicity Group to get updated leaflet to JB by Fri 9<sup>th</sup> Oct for printing.

**ACTION –** JB will draft & circulate the accompanying letter.

JB said that 800 copies of the leaflet needed to be delivered to all homes in the parish from the 16<sup>th</sup> October.

**ACTION –**Steering Group to find volunteers to deliver leaflets.

JB had submitted budget figures and JC confirmed that they were acceptable.

Comments at the Consultation Days will need the name and address of the writer because an audit trail is important. A pro forma will be needed for comments. JC will ask the Parish Clerk to print 150 of these on A4 paper.

**ACTION –** Publicity Group to email a suggested pro forma to JB & JC.

**ACTION –** Publicity Group to design posters advertising the Consultation Days.

JB said he would make the agreed changes to the main document and finish the Sustainability Appraisal. They will be ready for the PC to ratify on 14<sup>th</sup> October.

JB will arrange printing such that the documents will be ready for 16<sup>th</sup> October.

Chris will give banners to JC, Colin and Wendy ready to go up on 17<sup>th</sup> October.

**ACTION –**Steering Group to let JC know their availability for helping at Consultation Days (24<sup>th</sup> Oct and 7<sup>th</sup> Nov)

## **7. Date of next meeting**

Tuesday 1<sup>st</sup> December

The meeting closed at 9:35 pm.

# BRIGHSTONE PARISH NEIGHBOURHOOD PLAN

Brook Hulverstone Mottistone Brighstone Limerstone

NOTES OF A MEETING OF THE NEIGHBOURHOOD PLAN GROUP HELD ON TUESDAY 1<sup>st</sup>

DECEMBER 2015 AT 7.15PM AT BRIGHSTONE SCHOOL

**Present:** John Cirrone (Chairman) (JC), John Brownscombe (JB), Arnold Taylor, Paul Hallums, Sue Chorley, Crispin Keith, Joan Kirby, Chris Bentley, Sally Evensen, Sue Jennings and Wendy Simmons

## 1. Apologies

None

## 2. Declarations of Interest

None declared.

## 3. To agree and sign the Notes of the last meeting

The notes were confirmed as a correct record and signed by the Chairman

## 4. Matters Arising

It was agreed that all actions from the previous meeting were complete.

## 5. Responses from the Pre-submission Consultation

### Discuss comments and agree on any necessary changes to the Draft Plan

JB said the responses from the community were positive. Comments had been received by email and on the forms at the consultation events but none had been posted at the Village Shop.

JB said he would draft a response on behalf of the Parish Council to IWC to thank them for their comments and point out where we disagree with them based on our discussion of their response.

The Steering Group then considered the general comments from the consultation response from the IWC.

**Scale and number of new houses** - It was agreed to continue with the small scale incremental development and policy H1 on size and number of homes for which there was a mandate from the community.

**Green space and views** - JB thought confusion might have arisen by including green space and views in policy ICS2. Our aim is to encourage new developments to *consider* any impact on these facets of the character of the area. It was felt that this intention might be clearer if they were part of "Design" policy.

It was felt that all the views added to the character of the parish and many had been suggested by the community. By moving views to the Design Section of the Plan and

encouraging their consideration, we should not need to amend the Brighstone Parish Green Space Audit document.

**Action:** JB will draft a letter on behalf of the PC highlighting the issues and points where we do not agree with the IWC pre-submission consultation comments.

### **COMMENTS FROM LPA**

A document showing the LPA comments and JB's thoughts on the response to these had been circulated to the group. The comments were worked through one by one.

**8.1** - Agree suggested rewording

**9.1.14** - LPA comment on the policies map in the Draft Plan (9.1.14) they would like it to show all policy considerations e.g. green space and views and have offered to assist with such a map. It was agreed that JB will ask them to produce a map showing the Island Plan policy context and include the spatial areas referred to in policies JE1 and JE2.

**9.2.1.5** - Agreed LPA suggested change

**Policy H1** – LPA Comments noted but no change to be made

**Policy H2** – JB will remove the first sentence and Sue Jennings suggested putting positive aspects first. Agreed to monitoring of national thresholds for affordable housing contributions

**Policy H3** – The Steering group disagree that the policy is unduly restrictive (to be covered in letter)

**Policy POE1** – Agreed to omit the final sentence

**Policy TT3** – Agreed to include “such as”

**Policy JE1** – “And” will be inserted between bullet points

**Policy JE2** – Steering Group disagree and reasons to be covered in letter

**Policy JE3** – Will remove repeat policy references as suggested

**Policy D1** – Decided to retain bullet 4 as green space and views now being discussed under this policy

### **In Design Statement**

**Guideline 2** – Agree that silhouette really meant outline or form. JB will change this.

**Guideline 4** – reword as suggested

**Guideline 5** – The sentence about ornamental planting will be removed.

**Guideline 12** – After much discussion it was agree to remove this guideline entirely.

**Guideline 15** – Use of “should” will be changed to something like “are encouraged”. This approach will be used for all guidance that has no enforceable planning control to differentiate.

**Guideline 18** – JB will reword this along the lines he suggested

**Policy ICS1** – Agreed this should remain as it is.

**Policy ICS2** – The NP is not and never was intending to *designate* Green Space. All the included views contribute to the character of the Parish and need to be *considered* by developers as part of any development or change due to their contribution to the character

of the area rather than being blanket *protected*. This policy will now relate to public rights of way and open access land with all references to green space and views transferred to the Design policy section of the Neighbourhood Plan.

**Policy CSC1** – JB will reword this to emphasise groundwater and runoff.

**Policy CSC2** – Agree to change policy as per LPA suggestion

JB said that he had updated section 5 and appendix 2 of the Sustainability Appraisal and that he would update the Habitats Report.

### COMMENTS FROM THE COMMUNITY

JB had prepared a report on the community comments which had been circulated to the Steering Group. Of the 26 comments received only 8 required action.

- It was decided to clarify what the local connection criteria apply to.
- Make a reference to the Coastal Path in the general description of the Parish in the Draft Plan.
- Include an initial paragraph in JE2 similar to JE1.
- It was also agreed to include more detail on the historic context of Brighstone village in the Parish Design Statement.

## **6. Next steps**

### **a. Submission of Draft Plan and documents to IWC**

JB is aiming to have the documents ready by 10th December and 17<sup>th</sup> December would be the latest. These will include a Consultation Statement and Basic Condition Statement.

### **b. IWC Formal Consultation**

Ollie Boulter has confirmed that if he gets the documents by 17<sup>th</sup> Dec then the consultation will run from 8<sup>th</sup> Jan 2016 to 22<sup>nd</sup> Feb 2016. Comments received will be shared with us as and when they are received by IWC.

### **c. Independent Examination**

IWC will identify three possible examiners and share their details with us. Together we will choose our preferred examiner.

The examiner's response should be available mid to late March.

The aim is to give the final version of the Plan to IWC at the end of March for them to organise a referendum in April or May.

## **7. Date of next meeting**

Provisional Tuesday 7<sup>th</sup> February 2016 – this will only take place if there are consultation comments to discuss.

Definite Tuesday 23<sup>rd</sup> February 2016

The meeting closed at 9:15 pm.