

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP

Tel: 0118 970 1754 Email: burghfieldclerk@gmail.com

'Minutes of the NDP Steering Committee

Date: **Tuesday 15th October 2019** Time: **8.00pm**
Place: **Burghfield Parish Hall meeting room**

Open forum (no members of the public in attendance)

There were no members of the public in attendance.

1. Attendance

Erle Minhinnick (EM, chair), Dan Kellaway (DK, p/t), Royce Longton (RL, p/t), Olivier Marsden (OM), Liz Slocombe (LS), Mike Wood (MW)

Apologies for Absence: - Ian Morrin (IM), Alison May (AM)

2. Minutes of the last meeting

- a) Minutes of the meeting held on 17/09/2019 were approved as a true record.
- b) Matters arising:

Ref.	On	Action	Update	Status
180506	MH	Prepare a presentation for use with groups	No requests for presentations received; overtaken by events	Closed
190706	EM	Collate responses to West Berkshire draft statement of community involvement	No one offered a comment	Complete
190801	IM	Ask Santas for permission to put up a display stand at Burghfest	It was decided this wasn't a suitable venue	Complete
190802	MW	Develop idea for NDP submission to St Mary's Christmas Tree Festival	Ongoing	Ongoing
190803	OM	Update the website to "coming soon" and release questionnaire when the paper copies delivered	Complete	Complete
190804	All	Put posters up in prominent places around the village	Complete	Complete
190805	IM	Send expenses claim form to committee members	Distributed via Secretary	Complete

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Note: Actions were numbered 1908xx although the meeting was held in September.

3. Report from the Chairman (EM)

EM requested that all members of the committee responded when requests for volunteers were issued, even if it was only to confirm that they were unavailable for that particular opportunity.

4. Report from BPC Representatives

The Infrastructure Committee had requested an update from the NDP Steering Committee to their meeting; this was deferred to their next meeting.

DK advised that BPC had changed their process such that councillors had to give a valid reason for absence from a committee meeting and this needed a vote of acceptance by those present. If not passed the absence would be acknowledged but not accepted. It was agreed that this would apply to BPC representatives on the NDP Steering Committee.

5. Event diary update (LS)

LS will visit Café B to talk about the questionnaire on 21st October; other committee members were invited if available.

Plan is to hold two information sessions outside the Post Office:

Saturday 26th October: EM/RL

Thursday 31st October: LS/EM

6. Communication Update (LS/EM)

ACTION 191001: EM to write a submission for the BPC newsletter.

It was noted that we needed to take the posters down after the deadline for submission which is 31st October, although we will need to allow time for postal submissions to come through the postal network. It was agreed that the on-line submission date would be extended by a few days too.

ACTION 191002: All to remove questionnaire posters in early November.

MW reported that he had received a request from a planner to be kept informed when our NDP went out for consultation.

ACTION 191003: MW to find out what our obligations are regarding informing people when going to consultation.

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7. Methodology Statement Update

MW reported back on a Community-Led Housing presentation that he and Royce had attended. See annex for notes.

Questionnaire: to date we have had 312 paper questionnaires and 83 survey monkey responses, which is encouraging. It was agreed that Erle should arrange (via Cally) for an independent person to transcribe the paper copies into Survey Monkey so we can use that as the primary data store.

ACTION 191004: EM to arrange transcription of paper questionnaires into Survey Monkey.

There was discussion about how we might analyse the data, in particular the “free-form” responses to Q31. A decision on whether we want an expert to review the validity of our conclusions was deferred until we know more about the results.

ACTION 191005: OM to circulate sample Q31 extracts for the November meeting to allow us to determine how we might approach the analysis.

The plan is for chapter writers to update their sections with the analysis then present it to the group for peer review. It was noted that we needed a consistent approach to including the data and analysis in the NDP.

ACTION 191006: OM to present a strawman approach to including data and analysis in the NDP to the November meeting.

8. Project Plan (LS)

The latest plan has been submitted to Cally. No updates have been reported regarding progress with drafting the individual sections of the plan.

Section	Status
Introduction (EM)	Erle considering
Executive Summary (EM)	Erle considering
Background to Burghfield (RL)	Updated and sent to EM
Consultation Process (LS/MH)	Liz to consider
Vision and Strategy (EM)	In progress
Residential Site Allocation (EM +IM/RL)	Awaiting numbers flowdown
Housing Mix and Density (MH)	Incorporated into draft
General Design (MW)	In progress
Commercial (IM)	In progress
Transport and Infrastructure Development (OM)	Incorporated into draft

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Biodiversity and the Rural Environment (DK/RL)	Good draft ready (note name change)
Green Spaces (DK)	Drafted and incorporated
Heritage (RL)	Updated in line with changes to Background
Delivery and Monitoring (IM)	In progress

9. Finance

Nothing to report apart from payment of Erle's receipt being outstanding.

10. Matters for future discussion (EM)

DK suggested that the NDP Steering Committee should follow the practice of other BPC committees and vote in the Chair/Vice-Chair on an annual basis.

11. Date & venue of the next meeting (MW)

Full Committee: Tuesday 19th November 2019

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Annex

Notes on the Community Led Housing presentation by David Cowan, Surrey Community Led Housing.

A Community Led Housing Hub is being put together for Berks/Bucks/Oxon, due to launch in late October.

Community Led Housing aims to provide “Affordable” Housing, usually defined as rent <= 80% of local market value, or when selling at less than market value (expectation is approx. 80%). It can include shared ownership.

Section 106 site: affordable homes that a developer is required to provide as part of planning permission

Rural Exception Site: can go outside the normal planning restrictions providing it supplies affordable homes for local people. It usually needs the support of the Parish Council (and is often initiated by the Parish Council, who find a developer or housing association partner to work with). The need for such homes has to be demonstrated (via a HNA).

Community Land Trusts (CLT): have built 900 homes so far but another 16k in progress. Different legal formats exist but members of the community must have the ability to join the trust (although they must support the aims of the trust). The “Community” is usually defined geographically but can range from a single parish up to a county. The trust acquires and manages assets for the benefit of the local community.

Profits are used to benefit the community. There is a lock on the assets. Part of the process is to write an allocations policy which defines who gets the homes. Different models exist:

Urban Self Finish: basics done but owners left to complete. Can be complicated to manage but worthwhile (in helping keep purchase costs down).

CLT partnered with a Housing Association (HA): devolves a lot of the risk. HA usually raises most of the money. CLT loses some control HA have a 125 year lease on the buildings.

Communal Self-Build (usually outside a CLT).

Self-Build/Self-Commissioned: usually put quality and schedule caveats in place with the right to step in and get a contractor to complete if necessary.

Single Plot Exception policy (allowing a single house to be built outside the normal restrictions). This is used by Shropshire but with a size restriction.

Co-Housing: individual homes but with some communal facilities.

Community Led Housing is currently exempt from the right-to-buy policy.

Advantages of Community Led Housing

- Positive community engagement
- Community control

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- Unlocks sites
- Ongoing benefit
- Community ownership
- Community income
- Allows creativity and bespoke development

Disadvantages of Community Led Housing

- Requires volunteers
- Can be slow (typically 6 years)
- Funding comes from various sources with conditions
- Risk
- Usually have to form an organisation before you have the land

Stages of Process

Group (approx. £6k)

- Can get support from Community Led Homes Start-Up Programme (£4k)
- Crowdfunding
- Can Incorporate as a Community Benefits Society (and sell shares if desired)
- Or form a company then register as a charity

Site + Plan (expensive stage)

- CAF Venturesome CLT fund (up to £100k @ 10%, but if unsuccessful do not have to pay back)
- Community Housing Fund Phase One (Govt, up to 90%)

Build

- Community Housing Fund Phase Two
- Community Share Issues
- CAF Venturesome
- Commercial Loans (primarily charity supporting banks)
- Local Authority grants and loans
- Not all Housing Associations are interested in participating

Rented Homes: political risk that the rules are changed to give HA tenants the right to buy.

Owned Homes: shared ownership does not have to be offered to 100%. Covenants can limit future sales to a discount of the market value (either leasehold or freehold), linked to either market value or local incomes.

May have option to buy-back or nominate a local purchaser.

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Mutual Home Ownership (unusual arrangement).

“Affordable” homes are not for down-sizers as they have equity and are not in need.

Some places produce a few market-cost homes for local people on rural exception sites in order to fund the remaining homes.