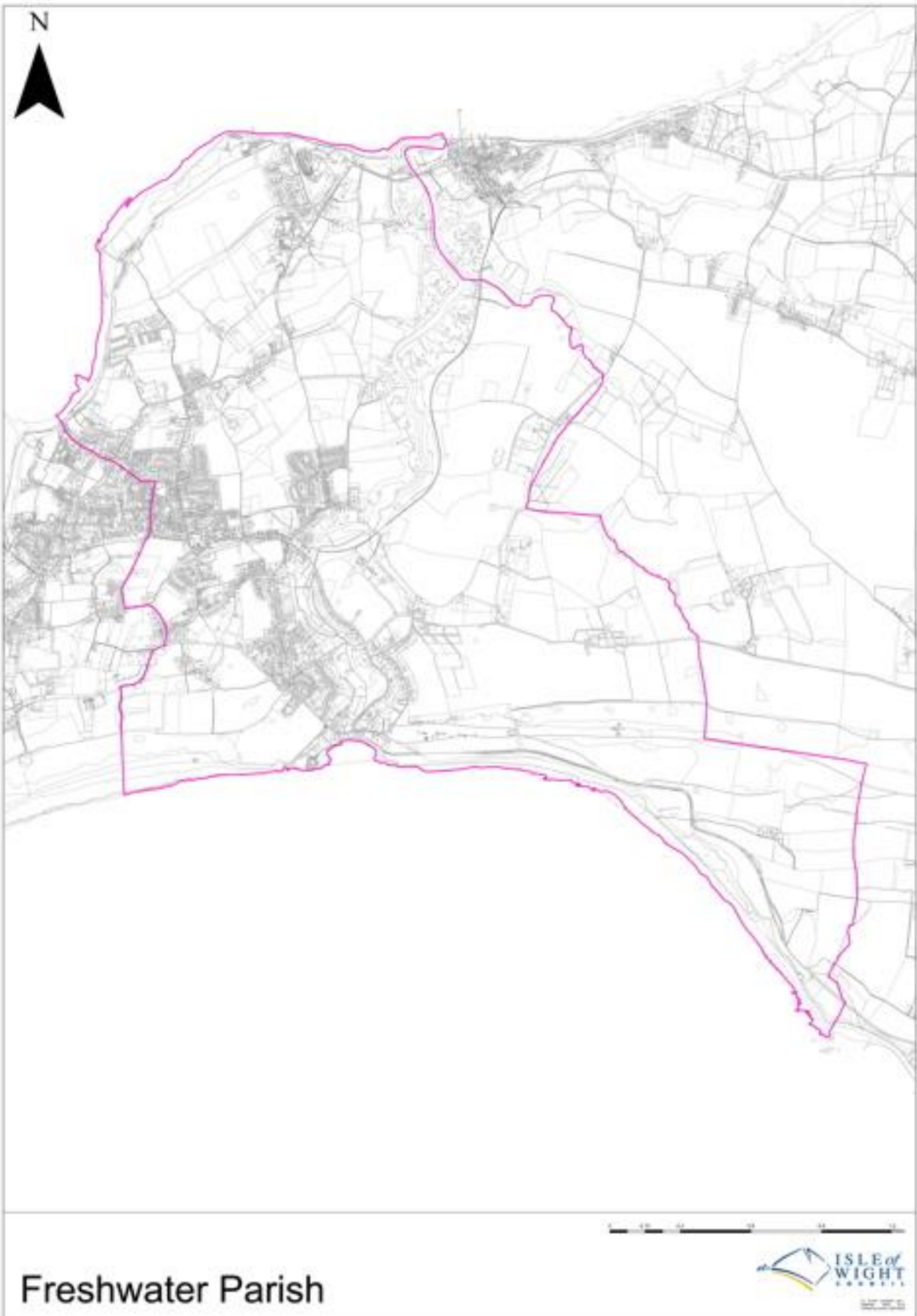


Freshwater Neighbourhood Plan

Minutes of meetings.



Index

Freshwater Neighbourhood Plan

March 2017

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Page 3	Start of meeting agenda and minutes. 38 sets are re-produced.

Page 1.

The Freshwater Neighbourhood Plan was produced using the following groups:

Steering Group:

Mike Wheeler
Anne Bamford
Clive Fleury
Martha James
David Lewis

Community Provision:

Gill Kennett
Rose Rachmen
Krissy Lloyd
Carol Bray
Adrian Harris
Kelvin Currie

Built Environment:

Brenda Hobbs
Anthony Roper
Andrew Hulmes
Don Hicklin
George Cameron
John Martin
Vic and Susannah Jennings
Dennis Rapley

Economy and Tourism:

Christopher Smith
Daniel James
Roger Spivey
John Medland.
Paul England
Brian Hinton
Graham Biss

Rural and Renewables:

Boris Moscoff
David Howarth
Jim Corden
John and Marion Smith
Susie Sheldon
Charles Davidson
Alison Finch
John Ward

Due to the time taken some members joined or left but the aim was to keep each working group to a membership of six people. This allowed for monthly meetings in peoples houses. The steering group also appointed one member to each working group to attend some meeting to give feedback to the other members of the steering group.

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Freshwater Neighbourhood Plan. Diary of Steering Group meetings and events.

Date	Group	Location	Prime Points	Date minutes circulated
22/03/2012	Steering Group	“Sunnyside Cottage”, Norton Green	Set up Steering Group. Decide on area.	No minutes taken
19/07/2012	Steering Group	“Shima”, Bedbury Lane	Define working area Themes. Set date for Public meeting.	24/07/2012
08/08/2012	Steering Group	“Shima”, Bedbury Lane	Public meeting booked for the 22 nd September. Working group for each theme. Funding.	09/08/2012
22/08/2012	Steering Group	“Shima”, Bedbury Lane	Need clear instructions for working groups Hours worked sheets	23/08/2012
12/09/2012	Steering Group	“Shima” Bedbury Lane	Display Boards, 22 nd Advertising, Set up, Q&A	16/09/2012
22/09/2012	Public Consultation	Memorial Hall, Freshwater	To collect community concerns, strengths and weaknesses. Recruit workgroup members.	24/09/2012
27/09/2012	Steering Group	“Shima” Bedbury Lane	Review public consultation. Members of working groups. Timeline.	27/09/2012
18/10/2012	Steering Group	“Shima” Bedbury Lane	Update on Workgroup members. Plan group meeting. Allocation of groups to mentors.	19/10/2012
29/10/2012	Steering Group and Work Groups	Tennyson Suite, Memorial Hall, Freshwater	The first introductory meeting for the Freshwater Neighbourhood Plan. Detailed what is required and issue of started packs.	30/10/2012
22/11/2012	Steering Group	Shima, Bedbury Lane	Work Group reports. Future events.	23/11/2012
13/12/2012	Steering Group	“Shima”, Bedbury Lane	Working group progress. Problems and public meeting	14/12/2012
21/01/2013	Steering Group	“Shima”, Bedbury Lane	Working Group update. Date for next Public Consultation	24/01/2013
04/02/2013	Steering Group + IoW Planner	“Shima” Bedbury Lane	Update with Ollie from IoW Planners. General WG updates	06/02/2013

13/03/2013	Steering Group	"Shima" Bedbury Lane	Planning for Community Presentation	16/03/2013
23/03/2013	Community Consultation	Small Hall, Memorial Hall, Freshwater	Presentation boards by the five groups. Attended by about eight community members plus group members.	
08/04/2013	Steering Group meeting	Shima Bedbury Lane	Planning for WoW event	
13/04/2013	Week out West event	West Wight field	Public consultation and display event	
09/05/2013	Total Group Meeting	Tennyson Suite, Memorial Hall	Talk to all groups by Ollie Boulter, IOW Planning and review of the group works so far.	11/05/2013
26/06/2013	Steering Group meeting	Shima, Bedbury Lane	Results of group meeting with other Parishes doing N.P. – update	28/06/2013
06/08/2013	Meeting with IoW Planners	Newport.	General discussion with Bill Murphy and Wendy Perera.	
03/09/2013	Steering Group Meeting	Shima Bedbury Lane	Discuss questionnaire	No minutes
25/09/2013	Steering Group Meeting	Shima Bedbury Lane	Discuss collection boxes for questionnaire. Questionnaire questions.	
23/10/2013	Steering Group Meeting	Shima Bedbury Lane	Sample questionnaire. Discuss how we use the answers.	
18/11/2013	Steering Group Meeting	Shima Bedbury Lane	The results of the questionnaire were now on the computer and summery sheets produced. These were discussed prior to sending them out	
22/01/2014	Steering Group Meeting	Shima, Bedbury Lane,	To update Timeline. Plan meetings for groups. Practical options. How to push Groups forward.	24/01/2014
10/02/2014	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	Planning for total Working Group meeting and future requirement, 26 th February 2014	12/02/2014
26/02/2014	Total Group meeting	Tennyson Suite, Memorial Hall	Update by groups on objectives. Presentation on objectives by Martha James, presentation on Consultation by David Lewis	28/02/2014
25/07/2014	Steering Group Meeting	Shima, Bedbury Lane	Analyze questionnaire answers and next stage	25/07/2014

12/08/2014	Total group meeting	Tennyson suite, Memorial Hall	Going through the answers to the questionnaire and deciding how to proceed with them.	16/08/14
11/09/2014	Steering/ Working group meeting	Shima, Bedbury Lane	Martha James and David Lewis meet representatives of Community Provision and Built Env.	12/09/2014
25/09/2014	Steering/ Working Group meeting	Shima, Bedbury Lane	Martha James and David Lewis meet representatives of the Economy and Tourism plus the Rural and Renewables groups.	26/09/2014
01/10/2014	Steering/ Working Group meeting	Shima, Bedbury lane	Martha James and David Lewis met the Built Environment Group.	03/10/2014
10/10/2014	Steering Group Meeting	Shima, Bedbury Lane	Clive, Martha and David. Update Clive on previous meetings. Suggest way forward.	12/10/2014
26/11/2014	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	Anne, Clive, David and Martha. Anne as new Chairperson. Update, Communications, Timelines, group meetings.	27/11/2015
17 th December 2014	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	Anne, Clive, David and Martha. Planning Office update. Future public consultation. Workshops. Evidence sheets. Social Media.	18 th December 2014
7 th January 2015	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	Anne, Martha and David. Preparations for the Group Meeting. Document format. Newsletter London trip.	8 th January 2015
14 th January 2015	Total group meeting	Tennyson Suite, Memorial Hall	Presentation with Ollie Boulter from IW Planning on how to prepare and write Policies.	15 th January 2015
21 st January 2015	Part Public consultation. With F.P.C. budget consultation	Memorial Hall, Freshwater	Display and consultation from 10:00 – 12:00 and from 19:00 – 21:00	N/A
26 th January 2015	Steering Group meeting	Shima, Bedbury Lane, Freshwater	Review of training meeting and consultation.	26 th January 2015

16 th February 2015	Steering Group meeting	Shima, Bedbury Lane, Freshwater	Review London trip, plan workshop on the 18 th Feb.	16 th February 2015
18 th February 2015	Total work group meeting	Memorial Hall, Freshwater	Workshop on Policy writing	19 th February 2015
2 nd March 2015	Steering Group meeting	Shima, Bedbury Lane, Freshwater	Planning for next workshop on the 11 th March. Next stage.	2 nd March 2015
11 th March 2015	Total Working Group Meeting	Memorial Hall, Freshwater	Presentation of draft document.	12 th March 2015
17 th March 2015	Annual Parish Meeting	Memorial Hall, Freshwater	Guest speaker at the public meeting	
27 th April 2015	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	Review Objectives and Policies after comparison with ICS. Reasons for changes.	29 th April 2015
23 rd May 2015	Parish Day and FNP presentation	Freshwater Library Garden	Community presentation of Objectives and Policies.	Comments posted out 24 th May
1 st July 2015	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	To review Justifications for Policies FNP 1 – FNP 8	7 th July 2015
14 th October 2015	Steering Group Meeting	Shima, Bedbury Lane, Freshwater	To clarify future documentation required.	14 th October 2015
30 th November 2016	Parish meeting with IOW Planners	Seaclose Park, Newport	To go through conformity of document and any suggested changes to text.	2 nd December 2016

Freshwater Parish Strategy Group.

Preparatory meeting: Friday 20th January 2012. – Conservative Club.

Present: George Cameron, David Lewis and Mike Wheeler.

Objective: The Freshwater Parish Council would like a strategy group formed in order to formulate proposals to control future developments within Freshwater Parish.

- Aims:
- a) To ensure that the area still retains its identity.
 - b) Future developments (Infrastructure, Built and Social) are guided with the aim of preserving, enhancing and promoting the Parish.
 - c) To promote the area and to attract new custom to the businesses within the Parish of Freshwater.

<u>Duties</u> Proposed Chairman:	George Cameron
Proposed Admin:	David Lewis
Proposed Drawings and Outside contacts:	Mike Wheeler

Other members would be appointed as required and other consultants appointed also, as required.

Areas: Due to the size and diverse nature of Freshwater Parish it was agreed that the four areas, as detailed within the Freshwater Village Design Statement would be used as guidance.

Initial Consultation. To ensure that the group cover the main areas of future development of Freshwater to the residents requirements it was agreed that a basic questionnaire be compiled and distributed to the various groups that exist in the area, for comment. Groups such as the W.I., Freshwater Village Association, Bowels Club, etc.

Main consultation documents: Island Core Plan, NPF, FVDS, E.A. flood plans. Others to be added, as required.

Freshwater Parish Strategy Group.

Introductory meeting: Tuesday 24th January 2012. – 19:45 Tennyson Suite.

Present: George Cameron, Andy Sutton, David Lewis, Mike Wheeler and Martha James

Introduction. George Cameron gave an introduction to the Freshwater Parish Council Strategy Group and its aims and objectives.

These were to formulate plans and objectives to ensure that Freshwater Parish was preserved and developed in a controlled way so as to enhance and promote the area for everybody's needs.

Questions arising. Martha James asked if the other local Parish Councils would be prepared to become involved, i.e Totland. If so, it could be worth while going for a full Neighbourhood Plan. She would be prepared to assist, which would reduce dramatically the overall costs. This would require a lot more work than previous items such as Parish Plans and the Village Design Statement as more detailed records would need to be made. It was suggested that this involves the other Parish Councillors and outside groups such as the Archive Group.

Funding George Cameron suggested that funding could be available in the form of match funding, such as that used for the FYT bus. Andy Sutton also stated that as a representative on the IOW Council for a recognised "depressed economic area", he could get additional funding. Possible local business funding via the Business Chamber.

(Note: Since this meeting when attending a Yarmouth meeting it was revealed that they are getting match funding for a project by booking time as a cost.)

Area changes It is important to define the area of the Neighbourhood Plan. Within this area to identify how to guide and promote changes to things such as housing, infrastructure, business and social aspects. Housing developments can give rise to fees that the IOW Council should make available, on a percentage basis, to local communities. (New homes levy)

Producing the plan. This would require good record keeping, clear definitions and input from others, such as local architects drawing up street scenes and buildings that show potential to enhance the area. Also record shots of the area to show where illegal development or changes have been made.

Main consultation documents: Island Core Plan, NPF, FVDS, E.A. flood plans. Others to be added, as required.

Next meeting: Monday 27th February 2012 at 18:00 in the Tennyson Suite.

NEIGHBOURHOOD PLAN – STEERING GROUP

MINUTES 20TH JULY DRAFT inc Communication Chain/Timeline

Those attending Mike Wheeler (Chair), David Lewis, Martha James, Clive Fleury

Misc Topics

FPC Funding £18k over two years

Admin Support Estimated at 200 hrs per annum (400 total)
Potential total cost iro £2500 to £3000
No hours available from FPC.
Discussion on Employment – expenses, wages, employment.
DL to undertake Admin Role at this time.

External Funding Referendum IWC (MW to confirm)
MW to contact IWALC, CPRE, WWLP and IWC
MJ to contact Gurnard PC

Housing Needs Survey MW to contact IWC (Peter Griffiths)
MW to contact Southern Housing Group (Paula Barrett)

Working Groups No decision made on selecting participants at this time.
Formulation subsequent to Communication Event No.1
(see below) to incorporate current volunteers, targets and
others from public.

WORKING GROUP THEMES

BUILT ENVIRONMENT Housing
Commercial
Heritage - Listed
- Conservation Areas
Open (Controlled) Space

RURAL LANDSCAPE Areas o/s urban envelope but to include protected areas
within it.
AONB, SSSI
Rural Employment
Essential Housing for rural workers

COMMUNITY PROVISION Education/Library
Health
Communication
Highway/Transportation
- Adopted
- Unadopted
Waste and Recycling
Miscellaneous
- Toilets

- Car Parking
- Seating
- Signage

TOURISM and LEISURE

**Tourist Facilities
Sports Facilities
Clubs and Associations
Meeting Venues
Tourist Destinations
Cycleways/ Bridleways
Accommodation**

ECONOMY

Business Development
 - Examination of existing provision and potential for growth in Retail, Trade, Rural, Industrial, Professional and WFH.
Retaining employment
Theme
 Examination of unemployment in Parish (ONS and IWC)

RENEWABLES

**Solar
Wind
Wave**

FLOOD RISK and SUBSIDENCE ASSESSMENT

Note. We have made no specific mention of age demographic. It may be that we set out some general strategic considerations, this being one, for each WG.

COMMUNICATION CHAIN/TIMELINE

General	All worked hours to be recorded in order to use as 'in kind Cost'
7/8	MW to report to FPC
22/9	Proposed Consultation Event No.1 at Memorial Hall 10.00-12.30 Advertising by Beacon, Web site, FVA, FBRA, letters to all businesses and A Boards o/s venue. Proposed to be a 'walk in' with invited WG participants and general public. Steering Group using themed displays showing seven designated Working Groups and inviting comments from all and interest in direct participation in WG's. This to be confirmed subject to availability and notice. (MW)

MEETING SCHEDULE at Shima

8 August	17.00
22 August	17.00

**MW
20 July 2012**

Wednesday 8th August 2012 at 17:00 – “Shima” Bedbury Lane, Freshwater

Agenda

01.00 Attending:

01.10 Apologies for absence.

02.00 Minutes from the 19th July 2012 meeting.

03.00 Matters arising from the 19th July 2012 meeting.

04.00 Correspondence and financial.

05.00 Reports

.01 Riverside Centre meeting 21st July 2012

.02 Web site

.03 Working groups

.04 New members

06.00 Any other business.

.01 Newsletter?

.02 Leaflets?

.03 Confirm Public meeting – Saturday 22nd September at the
Memorial Hall 10:00 to 12:00

.04 Notice to publications for advertising.

07.00 Date of next working group meeting.

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 8th August 2012 at 17:1 – “Shima” Bedbury Lane, Freshwater

01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Martha James and Clive Fleury

01.10 Apologies for absence received from Robin Day.

02.00 Minutes from the 19th July 2012 meeting were agreed as an accurate record.

03.00 Matters arising from the 19th July 2012 meeting – nil.

04.00 Correspondence and financial.

The Chair informed the meeting that during a recent conversation with Peter Hopkins of IWC Housing, he was informed that the IWC would be commissioning a Housing Needs survey, which they hoped to have available in the first quarter of next year. The Chair also had booked the Memorial Hall for the public meeting on the 22nd September 2012.

The Chair also stated that the FPC had agreed an initial sum of £2,000 be made available for the Neighbourhood Plan.

This Steering Group to keep a record of hours worked and expenses.

Martha to see if CPRE will release any funds.

05.00 Reports

.01 Riverside Centre meeting 21st July 2012. David Lewis gave a brief report and the possibility of future training was discussed.

.02 Web site. Unfortunately due to other commitments, Robin Day, who works on the FPC web site, could not make this meeting.

.03 Working groups. It was agreed that the six groups highlighted could be the most practical way forward, with an aim of five members per group. At least one member to have previous knowledge within the areas of that group's theme.

Martha wished to involve the CPRE more and had heard that they have an AONB expert on the Island, who could prove useful. Working groups to have the SP sections of the ICS as the sections to comply with and other sections of the ICS as guides. All terms of reference to be recorded.

.04 New members. With the build up to the 22nd September meeting, it was agreed that if possible we need to recruit experts within the themed areas. To attract people to the event we need to have a board for each themed group and that if possible on each board some sort of picture or word stimulus. It was agreed to contact the archive group to supply pictures of how Freshwater was in the past, then take comparison pictures today, with a question of how people saw the future. Encourage people to get involved. “If you want a say, this is the way!”

06.00 Any other business.

.01 Newsletter. Not practical with so many households. Expensive.

.02 Leaflets. Not yet, maybe 30 in the Library after we have the working groups.

.03 Confirm Public meeting – Saturday 22nd September at the Memorial Hall 10:00 to 12:00. Booking confirmed.

.04 Notice to publications for advertising. Village Talk, Beacon, FP web site, posters and possible “A” board outside of the Memorial Hall. Later possible use of blank windows in the empty shops to be used for displays and details.

.05 The Chair suggested that the Design Council may help with funding and so would complete the application form before the cut off date.

07.00 Date of next steering group meeting.

Wednesday 22nd August 2012 at “Shima”, Bedbury Lane – 17:00

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 22nd August 2012 at 17:10 – “Shima” Bedbury Lane, Freshwater**

01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin) and Clive Fleury

01.10 No apologies received.

02.00 Minutes from the 8th July 2012 meeting were agreed as an accurate record.

03.00 Matters arising from the 8th July 2012 meeting –

.01) Promoting the 22nd September meeting. The Chairman had placed a notice in the Beacon, a notice had been placed on the F. Parish web site and the Village Talk section of the County Press would be contacted about a cut off date. This event was being promoted as “Your Freshwater, your future”.

.02) Working group members. The Chairman would also write after the 10th September to a number of people that have the right skills or businesses involved with the areas of the working groups, to invite them to the meeting on the 22nd September to join a working group. They may be able just to advise or send another representative.

04.00 Correspondence and financial.

The Chair had completed the application form for the Design Council in order to seek funding or assistance with promoting the F.N.P.

05.00 Reports

It was agreed that in the future the Working Groups should be a section heading for the agenda.

06.00 Any other business.

.01 Need for clear instructions for Working Groups. David Lewis showed the first detailed reference document for Working Group1 – Built Environment. This contained the relevant sections from the Island Core Strategy, cut and pasted to suit the group. The idea is that this will form to basis of their task. When the working group is formed then the steering group will explain to them what work needs to be done. Each working group will also have a simple “idiots guide” as a starting point. These papers will be produced over the next few weeks.

.02 Hours worked. A detailed record needs to be made of hours worked.

.03 Past pictures. Martha James reported by email that the archive group could not help with the required pictures. They meet on a Friday morning at the Library so maybe there is a chance then to see if they can highlight, other sources.

07.00 Date of next steering group meeting.

Wednesday 12th September 2012 at “Shima”, Bedbury Lane – 17:00

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 12th September 2012 at 17:10 – “Shima” Bedbury Lane, Freshwater

01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Martha James and Clive Fleury

01.10 All members present.

02.00 Minutes from the 22nd August 2012 meeting were agreed as an accurate record.

03.00 Matters arising from the 22nd August 2012 meeting – Will be covered in other areas

04.00 Correspondence and financial.

The Chair had received an email from Graham Biss of Natural Enterprise for more information when available, so as to look into conflicts of interest.

John Medland is organising a planning workshop with the council, Martha to investigate. The Chair had completed the application form for the Design Council in order to seek funding or assistance with promoting the F.N.P. but they could not help at this stage but would be happy to act as advisers in the future.

The Parish Council was getting quotes for a Housing Needs Survey, but it was pointed out that the IWC was commissioning their own which should be available next May. Part of the SHLAA survey was to complete a Housing Needs survey and this should also be available for Freshwater.

Martha declares that she may later have a conflict of interest for the Housing Needs survey, connected with her work.

05.00 Any other business.

.01 Public meeting on the 22nd September. Display boards. Chair had had a word with JCB printing and they can print up to A2 size and also provide artwork. It was agreed that we would need 20 posters for the 22nd September, plus 6 laminated ones for external notice boards. Distribution: Martha and Clive around the Village and David the Bay areas. Posters would be supplied to schools.

.02 22nd September meeting had been in the C.P. but was also to go into Village Talk this week.

.03 There had been comments about the limited time available on the 22nd September, that 10:00 to 12:00 was not long enough. It was agreed that officially we would stick to those times but if people were still interested at 12:00 the event would remain open until every member of the public had departed. After this date displays would move to the Library and possibly empty shop windows, sports centre, schools, etc..

.04 Chairman to confirm booking with Linda at the Memorial Hall.

.05 It was agreed that there would be six boards with a SWAT for each board (Strengths, Weaknesses, Ambitions, Trends) in order to encourage groups to come up with Visions.

.06 Tables, pens and Post It notes in front of each board.

.07 Steering Group members to arrive by 09:00 to set up the displays.

.08 Pictures from the Archive group to be made the same size as the others. Copies to be made via JCB printers.

.09 Invite to go to the County Press and the two local Councillors.

.10 Q&A sheets to be remade to one side, two sides for Workgroups.

.11 Work group Starting Points sheets to be reviewed by Martha, current sheets for the Steering group use only.

.12 In the one sheet Q&A, to include a reference to the FVDS and PP.

.13 CPRE is writing a Lighting Policy for the area.

.14 Invites. The Chairman will write to a number of useful local individuals and organisations.

06.00 Date of next steering group meeting – to be advised.

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Thursday 18th October 2012 at 17:05 – “Shima” Bedbury Lane, Freshwater

01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin) and Martha James

01.10 Apologies received from Clive Fleury.

02.00 Composition of workgroups.

The Chairman distributed the latest list of confirmed members of the workgroups.

It was suggested that an extra member for the Renewable Energy group could be recruited from the CPRE.

03.00 Format for first work group meeting..

.01 The suggested date and time for this first group meeting is Monday 29th October at 18:45 in a location to be confirmed. The session would consist of two parts with a 15 minute break between. This would be approximately 18:45 to 19:15 being introductions and 10 minute talk by Martha, break, then 30 minutes in workgroups, ending at about 20:00.

.02 Introduction:

Chairman’s welcome followed by introduction to the Steering Group and the format that we are taking ie. Steering group are independent but each member will act as a mentor for one or more groups. Chairman hands over to Martha for her introduction and a ten minute presentation on Neighbourhood Plans. Martha hands over to David for his introduction and details of the Admin side of things and paperwork.

David hands over to Clive for his introduction and the Parish role in the Neighbourhood Plan and how important that the work reflects the views of the community. The mentors will ensure that all subject areas are covered without bias. Back to Mike for the project timetable and then into the break.

.03 After the break:

Working group members split into their groups. Where one mentor has two groups they are joined together for this meeting. Paperwork and DVD of files given out. The only difference between the paperwork/DVD for each group is that the ICS extract is for that group. The rest of the files are the same.

.04 Group Mentors:

Group 1 – Built Environment: Mike and Martha

Group 2 – Rural Landscape: Martha

Group 3 – Community Provision: Clive

Group 4 – Tourism and Leisure: David

Group 5 – Economy: Martha

Group 6 – Renewables: David

.05 Meeting format:

Members come in and random sitting. They are given either a name badge or a coloured “dot”. Tables laid out for four groups.

1 x table for 11 (Groups Rural Landscape and Economy) - Martha

1 x table for 5 (Group Built Environment) - Mike

1 x table for 7 (Group Community Provision) - Clive

1 x table for 10 (Groups Tourism and Leisure and Renewables) – David

Tables are labelled for their groups, either by name or colour.

.06 Each group to decide an overall “vision” and the location place of their group meetings, plus date of their first meeting. Mentor to note this and attend this meeting. Bring diary. At this first meeting make up contact details for their group.

.07 Steering group to make up a constitution between now and the meeting.

.08 Working groups that require information from the IoW Council to request it via Admin, David. Steering Group to request from IoW Planning a contact.

04.00 Date of next steering group meeting – to be advised.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Thursday 27th September 2012 at 12:30 – “Shima” Bedbury Lane, Freshwater**

01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin) and Martha James.

01.10 Apologies received from Clive Fleury..

02.00 Any other business.

The main reason for this meeting was to discuss the first Public Consultation on the 22nd September in Freshwater Memorial Hall.

From this a number of workgroup members had volunteered and other community members had expressed levels of interest.

It was agreed that there would be a follow up letter/email to those that had agreed to form part of a working group, plus a similar letter/email to those expressing an interest, offering them a position, where there were vacancies, or the opportunity to become consultants to the working group. There was also a discussion about other persons that could receive the second style of letter.

The Isle of Wight Council Planning Department (IWPD) had requested an approximate timeline for the various stages of the neighbourhood plan. Martha had completed an earlier format and this was now revised to form an achievable time framework. This would be distributed and if approved, forwarded to the IWPD along with a communications document detailing proposed meetings and points at which updates would be sent to the IWPD. The timeline would also be sent to Robin Day for inclusion on the Parish website.

03.00 Date of next steering group meeting –

Wednesday 17th October 2012 at 17:30. Shima, Bedbury Lane.



Freshwater Neighbourhood Plan

Initial Workgroup and Steering Group meeting.

Monday 29th October 2012, Memorial Hall, Freshwater.

Steering Group in attendance: Chairman Mike Wheeler, Parish Councillor Clive Fleury, Admin Officer David Lewis and Planning Adviser Martha James.

Working Group members present: Brenda Hobbs, John Martin, Anthony Roper, Kelvin Currie, John Ward, Jim Corden, Boris Moscoff, Gill Kennett, Vic Jennings, Rose Rachman, George Cameron, Clive Mullins, Chris Smith, Graham Biss, Daniel James, Carol Bray, Marion Smith and John Smith.

The meeting opened at 18:50.

- 01.00 Chairman's Welcome. The Chairman welcomed everybody and thanked them for attending. The Freshwater Neighbourhood Plan is an exciting project that has come about from the Government Localisation Act, which aims to allow communities to have a greater say in how development takes place within their area. Freshwater did ask Yarmouth and Totland to join them in making up a Neighbourhood Plan (N.P.), but they declined and so Freshwater has decided that it will make a plan for the whole of its Parish area. This will be under the direction of the Freshwater Parish Council (F.P.C).
- 02.00 Parish Council Representative (Clive Fleury) . The FPC had decided to support this initiative from the Localism Act but it should be understood that a N.P. was different to the Freshwater Village Design Statement. In March 2012 the F.P.C. officially sanctioned the creation of the N.P. as it allows Freshwater to dictate future development within the area. By using volunteers it is hoped to keep costs down as there are quotes of up to £27,000 for the cost of a professional production. In June 2012, Totland and Yarmouth officially said that they would not become involved. It was decided that the N.P. would cover the whole of the Parish of Freshwater and in June 2012 Mike Wheeler was appointed to form a Steering Group. In July 2012 the Isle of Wight Council were notified of the intention by Freshwater to proceed with the N.P. and the area covered. This was then advertised to the public. With no objections, this has now been approved by the Isle of Wight Council. There are a few other Island Parishes that are also producing N.P. Clive then handed over to Martha James.
- 03.00 Planning Adviser (Martha James) Gave an introduction to the requirements of a N.P. and distributed books produced by CPRE and NALC., on the subject. Within the U.K. there are a number of areas that have almost completed their N.P.s and so can act as examples. Gregg Clarke MP announced the Localism Act and stressed that if local communities become involved in the production of a N.P. then there was a good chance that it would be approved. Many people locally are unhappy about the style of development within Freshwater but as the N.P. will be a community project, some of these issues will be addressed. The N. P. must fit in with the Island Core Strategy and if approved, it will be used to approve future development within Freshwater. So future planning will be influenced by the community, a local voice. The local authority, in our case the Isle of Wight Council Planning Department, will advise and as the final document nears completion will ensure that it meet the requirements for approval. The objectives behind a N.P. are to: Improve the quality of the places you live and work, by coming up with a vision for its future. This is your chance to think about what you care about in your local area and what kind of place you want to create.
- A neighbourhood plan is a new way of encouraging local communities to influence the planning decisions in the area where we live or work.
- A neighbourhood plan can: decide where and what type of development should happen in the neighbourhood. Promote more development than is set out in the local plan. Include policies that take precedence over the Local Plan (provided they don't conflict with its strategic priorities)

It can't: Conflict with the strategic policies in the local plan prepared by the LPA. Be used to prevent development that is in the Local Plan. Be prepared by a body other than a Parish or Town Council or a neighbourhood forum.

Martha then highlighted the final page of the handout that she had prepared, which was titled "Group exercise 1" and led people to think about the SWOT Analysis of Freshwater, for their groups.

04.00 Administration Officer (David Lewis). Introduced the pre-prepared packs that each group will be given. This will consist of re-recordable DVD, with the files that cover the main paperwork, pictures and also an extract from the Island Core Strategy, referenced for that group. The whole of the Island Core Strategy is also included. In order to understand the local community a breakdown from the 2001 census was also included, which would be expanded when the 2011 census details became available in the spring of 2013. Also included was details of how the groups are to format their reports, so as to present a uniform manner. Details were also given of the dedicated Yahoo email address that members were encouraged to use, so that records could be kept. As this is a community project all members are encouraged to consult as many members of the community as possible through other organisations that they may be members of, such as the W.I., bowling club, etc.

The planned timescale was then read out to the group. This is also available on the Freshwater Parish web site, which has a dedicated link to the N.P.

05.00 Questions from the floor.

a) *Can the N.P. be against further development?* The N.P. cannot be against further development but it can shape and offer some control on how and where this may take place.

b) *Local resources are under stress, such as sewage, can the N.P. deal with this?* Yes, the N.P. can highlight deficiencies and put an emphasis on dealing with these issues in conjunction with planning.

c) *Define the "right sort of development"?* Any development that does not cause harm and enhances our lives.

d) *How do we deal with local conflicts, for example if a hostel for people with mental problems was planned within Freshwater, this may upset local residents?* The N.P. gives some authority to those creating it. In such a case there would be some for and some against, and so a negotiation would take place within the IWC planners. In effect the group would become a local focal point. In being involved with the creation of this document people will learn a lot more about how planning works. We will have a member of the IWC Planning as a contact point and so the Steering Group should be able to pass on any questions and get guidance all through this process.

e) *How do we understand need within the community?* At various stages we will have open forums for the public to attend. These will be held when each group is happy that they have formulated a framework of questions.

f) *What do the Steering Group want the Working Groups to do?* Take the packs and understand how the Island Core Strategy relates to Freshwater. Organise the group in an agreed meeting place and agreed time/date. Follow the "Group exercise 1" to get started. Consult the community.

06.00 The attendees then formed their working groups and collected their packs and were introduced to their mentors.

The meeting ended at 20:20

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Thursday 22nd November 2012 at 16:00 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Martha James and Clive Fleury
- 01.10 All members of the Steering Group were present .
- 02.00 Training for workgroups. It was suggested that some sort of training session should be organised for the workgroups. Funding for such events is available and it would be a good opportunity to involve the Isle of Wight Planners, possibly the Planner who is our main contact Ollie Boulter. This would provisionally be pencilled in for February. John Medland to be kept informed by Mike Wheeler. Diary/Timeline to be updated with some proposed other events.
- 03.00 Reports on work group meetings.
- .01 Tourism and Leisure. This group had got off to a shaky start with only Linda Barnes being prepared for the meeting and taking notes. It has been suggested by other groups that certainly the tourism part also effects them. The Steering Group to monitor the situation and possibly blend information from several sources to make up this groups policies. Some of these sources could be “associate members” of the group, ie. Interested parties that do not directly want to be involved.
 - .02 Community Provision. This has proven to be a very strong group with some clear objectives and the routes to achieve them. They required some local maps. Mike Wheeler stated that he had managed to copy some and these were available via the Parish office. Main contact Vic and Sue Jennings.
 - .03 Rural Landscape. Main contact: Boris Moscoff. Boris is a good Chairman but the group were a little “woolly” about the direction they should be taking and what was required of them. Martha felt that they may need a lot of help. Possibly the Sheldons becoming associate members.
 - .04 Built Environment and the Economy groups do not meet until Monday 26th November.
 - .05 Renewable Energy. A strong group with good leadership under the Smiths. Confirmed direction and objectives. Main contacts: the Smiths.
- 04.00 Any other business:
- .01 Public consultation event. It was suggested that there should be another public consultation event, similar to the one held in September. This would be pencilled in for January 2013.
 - .02 The Freshwater Village Association was holding an open event on Saturday 1st November 2012 at the Parish hall, Victoria Road. The N.P. had been invited to have a display there. It was agreed that this was a good idea but using the smaller, more portable boards. Clive Fleury and David Lewis stated that they could help. (Since then David has discovered a prior appointment and so cannot attend.)
- 05.00 Date of next steering group meeting – **Thursday 13th December at 17:00, Shima.**

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Thursday 13th December 2012 at 17:00 – “Shima” Bedbury Lane, Freshwater

01.00 Attending: David Lewis (Admin), Martha James and Clive Fleury

01.10 Apologies received from Mike Wheeler (Chair).

02.00 Reports on work group meetings.

- .01 Built Environment. This group will benefit from the Development Plan for the area, which is due out in May/June 2013. This will give greater details of which areas of Freshwater have been allocated for probable future development and provide details of access points, numbers of properties, etc for each site. The group are currently working on their vision statement but may need more planning advice from Martha.
- .02 Rural Landscape. This group had a recent meeting on the 12th December 2012 but started to include open areas that are part of the Freshwater development envelope. Martha has told them not to cover these areas but to concentrate on the areas outside of this and the seascape. They were also advised to set up contacts with rural user groups, such as the Ramblers, the Tourist Board, CPRE and local farmers.
- .03 Community Provision. This group have come up with a vision statement and have allocated tasks to various members, so are at the gathering information stage.
- .04 Tourism and Leisure. This group has not yet had a full meeting and communications are poor.
- .05 Economy. This group want to start by mapping all the businesses within the area and basic details of what they do. This will form the basis of the areas strengths and weaknesses within the local economy. Martha is concerned that this could be used to identify properties that should be paying business rates and so smaller independent businesses may not participate or wish to be involved. This group cannot meet on a regular basis, because of work commitments, so most of the progress is by email. There are concerns that the Neighbourhood Plan requirements could become side tracked. The situation is to be monitored.
- .06 Renewable Energy. This group have had two meetings and the minutes for the last received. They are well organised but seem to be working on the Parish Plan, rather than the Neighbourhood Plan! They also seem to be running a little ahead without due consideration to the Island Core Strategy and the National Planning Framework Policy. Comments from the Steering Group will be passed on and the next meeting attended by David.

03.00 Any other business:

- .01 Public consultation event. It was suggested that as this was now mid December and with Christmas and New Year coming up, that this should be moved to the end of January or into February 2013.

Due to other commitments the meeting ended by 17:45. It was agreed that Wednesdays would be a better day for future meetings, if earlier. So 15:00 was agreed as the start time for the next meeting.

04.00 Date of next steering group meeting – **Wednesday 2nd January 2013 at 15:00, Shima.**

Agenda to include “Vision statements”.

Set a date for the next Public Consultation.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 21st January 2013 at 16:30 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin) and Martha James.
- 02.00 Apologies received from Clive Fleury.
- 03.00 Reports on work group meetings.
- .01 Built Environment. This group has recently had a meeting at which they managed to get quite a lot of work done. Martha is in contact on Thursdays with Kevin and so can get updates.
 - .02 Rural Landscape. This group has another meeting on the 13th February 2013 which Suzie Sheldon hopes to attend. In the mean time she has forwarded to the group a vision statement for the management of King’s Manor Farm, as a reference. John Ward has had to leave the group due to illness.
 - .03 Community Provision. Lesley Grimwood has had to leave this group due to illness. Otherwise they had a recent meeting and Clive reported, earlier, that they were working well.
 - .04 Tourism and Leisure. Paul England has expressed an interest in joining this group. They had a meeting on the 11th January 2013, with Linda Barnes as main contact. At that meeting they brainstormed subjects and did a SWAT analysis. Mike to attend their next meeting.
 - .05 Economy. This group had a recent meeting at George Cameron’s house to correlate the information that they had collected from a foot survey of the Parish. They have divided the Parish up into zones and are in the process of making up a directory of businesses within each zone. One of the eventual aims will be to identify areas where higher paid employment could be encouraged. They are a dynamic group but have many commitments, so hope to have a vision statement ready for the end of March.
 - .06 Renewable Energy. This group have had to abandon their last scheduled meeting due to other commitments and bad weather. They have however produced a vision statement accompanied by statements concerning renewables, that will form policies later.
- 04.00 Any other business:
- .01 Contact with the Isle of Wight Planners. It was decided that the Steering Group would invite Ollie Boulter (Planning contact) to their next meeting. The ideal time would be at 16:00 in the afternoon and not a Monday or Thursday. Due to work commitments Martha will let David know the best dates.
 - .02 Public meeting. Based on the Economy group time table it was agreed that provisionally we should set a date for the 23rd March 2013, in the small hall.
- 05.00 Date of next steering group meeting – **to be set after consultation with Ollie Boulter but before the 23rd March 2013.**

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 4th February 2013 at 14:30 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury, Martha James and Ollie Boulter (Isle of Wight Planning contact).
- 02.00 Finance. The Chairman presented an Official Purchase order number: 3500142865, for the sum of £4,000. This was presented from the Freshwater Parish Council to the Isle of Wight Council in response to a grant from Central Government towards the costs of producing a Neighbourhood Plan. This money will allow the Freshwater Parish Council to reimburse expenses for venue hire, adverts, posters, production of surveys, etc. Further details of how to present these expenses will be sought from Wendy Perera.
- 03.00 Reports on work group meetings.
As a general opening statement Upper Eden Valley have produced a N.P. which is currently going for referendum. So this is a fore runner to watch.
- .01 Built Environment. This group has started to come up with a vision and review local buildings. David Lewis to supply a disc from the Village Design Statement, which has got a lot of the required research on it. Martha is in contact on Thursdays with Kevin and so can get updates. Ollie stated that another section of Council will be producing a Housing requirements survey for the Island during April to July 2013. SHLAA sites are part of the Housing Needs survey but there is not a direct link and these sites can change. His department will be producing a Development Plan Document for Rural Areas in 2015. Local low grade designations can be reinforced but other areas may require an environmental statement of some sort whilst some areas may be liable to flooding or cause flood/run off problems.
 - .02 Rural Landscape. This group has another meeting on the 13th February 2013 which Suzie Sheldon hopes to attend. Work on visions, then the tools for delivery of those visions and then policies. There is no need to produce an Environmental Statement of any sort but it could be useful to look at the Island Strategy and take sections from that.
 - .03 Community Provision. This group need one new member. They are looking into Social Meeting places, play facilities, other social places. They are at the point of arranging to talk to other groups including schools, health and welfare. Their next meeting is on the 18th February at Penlin, The Square (Behind Hazelhurst).
 - .04 Tourism and Leisure. Mike to attend their next meeting. Roger Spivey has expressed an interest in joining this group. David Lewis to get a pack to him.
 - .05 Economy. This group had recently produced an online map of local businesses. This is not complete but is a work in progress. From this they hope to develop better communications and then progress to a vision statement.
 - .06 Renewable Energy. This group have produced two statements which have included visions and work towards policies. There is a requirement for more detailed thought to go into some of their statements. Next meeting Friday 15th February at 11:00.
- 04.00 Any other business:
- .01 Need to work on an overall vision statement for the May “Beacon” publication.
 - .02 Public meeting. Saturday 23rd March 2013, in the small hall from 10:00 until 13:00.
 - .03 A stall at the Wild out West event on Saturday 13th April.
 - .04 Work towards a survey.
- 05.00 Date of next steering group meeting – **Wednesday 6th March at 16:00. Shima.**

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 13th March 2013 at 16:00 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 This meeting was held in order to discuss the arrangements for the Public Consultation on Saturday 23rd March at the Small Hall, Memorial Hall, Freshwater.
The Chairman noted that Linda Barnes, who normally takes care of the hall arrangements had resigned and future bookings are dependent on who will replace her.
It was decided that for the consultation we will need 6 tables and 6 notice boards.
Each group will be supplied with the table and board plus a sign at the top of the board for their group. Hardware – Mike Wheeler.
Also require “post-it” notes and possibly look into a sheet of general questions for the community to take away.
It was hoped to open the hall at 09:00 in order to get everything ready for the event to start at 10:00. The event was due to last from 10:00 until 13:00.
An email would be sent to all working group members to advise them of this and to encourage them to present the working versions of their visions and aims.
This hopefully will produce community objectives from these visions.
From these boards a presentation could also be used at the Wild out West event on the 13th April.
- 03.00 Invoices. It was also requested that Gurnard be contacted to request how they intend to invoice the IoW Council for work done and costs for the NP.
Martha to cost out elements of the work done, that she would normally charge for.
Also she and David to check if a Sustainability Appraisal is required.
- 04:00 Follow up meeting in April to set up a working group workshop.
- 05:00 The Tourism and Leisure group will now be combined with the Economy group.
- 06:00 The first Neighbourhood Plan to be adopted is the Upper Eden Neighbourhood Plan.
- 07.00 Date of next steering group meeting – **April.**

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 8th April 2013 at 15:30 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury, and Martha James.
- 02.00 The main purpose of this meeting was to decide on the presentation and format for the Week out West event to be held in the old West Wight Middle School field on Saturday 13th April 2013. The Freshwater Neighbourhood Plan would have a display stand in one of the marquees at the event. It was agreed that three of the display boards stored in the Memorial Hall would be moved by Chris Walker (Man with a van – Tel: 754579) to the Youth Centre on the Thursday or Friday. From there they would be moved to the site on the Saturday morning by David Lewis. The field would be open from 09:30 onwards with the public being admitted from 11:00 until 16:00. David Lewis would set up the displays and attend the stand with Martha helping in the afternoon if possible. Mike Wheeler to organise the board movements.
- 03.00 Workshop and training. It was agreed that we needed to hold a workshop and meeting event so that the groups could get to know each other and present their findings to the other groups. The best date would be Thursday 9th May starting at 18:30. The workshop would last 2 hours and be held if possible in the Tennyson Suite of the Memorial Hall.
The format would be as follows:
Chairman’s introduction and format.
Ten minute presentation by each group and ten minute Q&A
The Steering Group would also try to invite Ollie Boulter or Dawn Smith from the Isle of Wight Planning.
After the group talks Martha would give a presentation on the importance of justifying the vision statements and the objectives for the next step.
Clive Fleury to bring the workshop to an end.
- 04.00 AOB.
1. How to promote Freshwater village. The business group are working on how to promote Freshwater but it was felt that we needed something that made the area unique. It was suggested by David Lewis that unique signs into Freshwater may help. In Poole in Dorset there used to be large “Welcome to Poole” signs made from tiles at the entrance to the town on all main roads in. These were made from tiles mounted on weather proof boards (similar to the backing boards on the mosaics at Freshwater Bay). With only three main routes from the rest of the Island into Freshwater it should be possible to make these up.
- 05.00 Date of next steering group meeting – **TBA.**

**Freshwater Neighbourhood Plan (FNP) – Steering Group and workgroup meeting .
Thursday 9th May 2013 at 18:30 – Tennyson Suite, Memorial Hall, Freshwater**

Attending : Steering Group: Mike Wheeler (Chair), David Lewis , Clive Fleury, and Martha James.
Working Groups: Brenda Hobbs, Daniel James, Vic Jennings, Gill Kennett, Boris Moscoff, Susie Sheldon and David Howarth. IoW Planning representative: Ollie Boulter

18:40 The Chairman welcomed everybody and explained that the main purpose of this meeting was to bring people together as there had not been a whole group meeting since October last year.

We also had in attendance Ollie Boulter from the Isle of Wight Planning Department who was our main contact with the Council. He then handed over the work groups for their presentation.

18:42 Brenda Hobbs presented the findings and subject areas of the **Built Environment** group. Used the Village Design Statement as a starting point and compared the built environment with that. Looked at all dwelling types, commercial and built anything. Noted that there was a lack of small industrial units. Discussed ideas for the rejuvenation of Avenue Road, traffic free from 09:30 onwards. All future housing development should have off road parking, green spaces and retain natural divisions such as hedges. Freshwater could do with central cultural hub such as a Heritage Centre. As a rural village small scale developments of up to 50 properties are more suitable than larger ones. Housing needs survey due from IoW Council. Currently almost 200 new properties are planned for Freshwater with more needed to make up the projected need identified in the Island Core Strategy. Brownfield sites should still remain a priority with some infill.

18:55 Boris Moscoff presented the report for the **Rural Landscape** group. This group had six members and averaged five at each meeting. The next meeting was a walk around the main rural areas that could be affected by future development. The rural areas contributed to Freshwater's character and it was important to maintain the fingers that formed the wildlife corridors into the urban centres. These needed better definition. Policy areas being looked into: Camping Sites, Farmland, Floodplain, Footpaths, Hedgerows, Roof Heights, Rural Boundaries, Seascape, Street Furniture and Viewpoints.

The group has been working with groups with rural interests, such as the National Trust, the National Farmers Union, the Ramblers Association and the Freshwater Village Association. They also hope to create a link with the A.O.N.B. They have produced a vision statement and the next task is to look into the development of rural tourism and wildlife corridors.

Ollie replied that it was essential when identifying possible future policy areas to collect proof of the requirements in order to explain the policies ready for the referendum. The core question to answer is Why?

19:15 Vic Jennings and Gill Kennett presented the report for the **Community Provision** group. They had produced their vision statement. Research had shown that the local areas was generally well provided for and that they wished to protect and retain what we have. Freshwater has to provide for a diverse collection of groups, both urban and rural, young and old, though the age profile is changing as younger families depart the area and older people move in to add to the already aging population. A list of all the diverse groups and clubs is being drawn up so as to access as much of the population as possible. At the last community consultation a questionnaire was distributed and a number of replies were received. It is hoped that this can be expanded later. One group that had been missed were the West Wight Church group. There is a problem locally in contacting the isolated and housebound. In the future extra provision will probably have to be made for the expansion of the local health services. A possible health HUB to co-ordinate home help and other requirements.

Ollie added that the Council has produced a document PPG17, available online, that covers open spaces, recreation and audits each area.

19:32 Daniel James presented the report for the **Economy, Tourism and Leisure** group. The group found a lack of clearly defined employment areas within Freshwater Parish. The West Wight was not seen as an area of economic activity. The perception was that people have to travel for employment. There has been a loss of employment locally due to businesses making way for housing, etc. Currently local employment is predominantly low wage. The recent loss of families and the loss of children from the area has left the schools with excess capacity. The new proposed Co-Op will have an impact on local retail businesses. The group did a foot survey of businesses within the Parish and also a survey of those businesses. Where Hi-Tec businesses exist they found it hard to recruit the required level of employee locally. Most new housing currently proposed is for social housing with a lack of family housing for the groups that these businesses wish to attract. A lot of the social housing developments are by mainland based organisations who do not have the local knowledge to fit the development to local needs. The businesses cannot recruit if there is not provision for their employees needs. On an economic front the group has looked into generating more cash from local festivals and events, such as Old Gaffers, which uses Freshwater land for parking, etc. Also could local springs generate enough income for bottled water to be economic, capitalising on the name of Freshwater. There is a lack of small business workshops, with Golden Hill having the sites but they require building on. It was felt that the area lacked a major attraction, ideally all year round. Suggestions include a Casino or some sort of educational establishment, possibly a sub building associated with a larger college to provide a rural research centre, photography, history and activities such as sailing, etc. In a similar manner to the Medina Valley centre. The local business association had also ended, and so a similar association should be reformed, possibly in association with the West Wight Action group.

There was nobody from the Renewable Energy Group present to give a presentation so a short break was given.

19:55 Ollie Boulter from the IoW Planning then gave a brief introduction as to how they see the Neighbourhood Plans (N.P.) fitting into the future planning for Freshwater Parish and the National Policy Framework. N.P. are a bottom upwards approach to planning for the local area and are a lot more than Village Design Statements. With this great power comes great responsibility. The latest approved document for an area takes precedent over the previous documents and so if the N.P. is adopted then the planner is duty bound to consult the N.P. It can also be used to create local changes and will not just sit on a shelf in the Planning Office. It must of course fit in with the Island Core Strategy. There is also a financial incentive to create a N.P. as the money from any planning granted, in the form of the CTL, is guaranteed 25% to the Parish. This currently lies between £30 to £110 per square metre. When completing the N.P. it helps to show that the policies are sustainable and make developments sustainable. Within the UK about three plans have so far been through the N.P. process and been approved, so these provide a useful source for policies.

20:10 Martha then gave a talk on the next stage (copy attached)

20:20 Clive Fleury as Chairman of Freshwater Parish Council then gave the closing speech. He stressed the importance of collecting evidence and that both he and the Parish were learning a lot from the production of the N.P. Financially £4000 had already been made available and there was a further £7000 available, when receipts were produced. This N.P. is all about the future. Freshwater will expand, new arrivals will want more from our facilities and so as this document will be consulted by the Planners, we need to ensure that local knowledge is put to good use. Freshwater Parish Council wishes to thank all involved, they are learning a lot!

The work group and steering group meeting ended at 20:30.

Next meeting will be between members of the steering groups from all the Parishes that are doing a N.P. on the 28th May 2013.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 26th June 2013 at 16:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury, and Martha James.
- 02.00 This meeting was to give an update and decide on the next stages, based on information gained from the meeting between the four parishes that were completing Neighbourhood Plans, on the 28th May 2013. Before starting the Chairman stated that he had been in contact with the Isle of Wight Planners and they would like to organise a meeting between the Head of Planning, Bill Murphy and also Wendy Perera, who has taken on the role of line manager for Neighbourhood Plans. It was agreed that if possible this would be the morning of the 6th August with Martha and David attending.
From the meeting on the 28th May it became apparent that Freshwater needs to push ahead with its own Housing Needs Survey and questionnaire. A proper Housing Needs Survey will ensure that we will get the houses that we need, rather than desire. The Isle of Wight Council will now only produce a needs survey based on the priority of social housing. Having the expertise, they hopefully would help by combining the results of our survey with census data, etc, to produce a more accurate picture. Martha has some standard forms that could be adapted to produce such a survey.
- 03.00 Questionnaire. There are examples available and Martha has put in some considerable time looking at these and working on one for us. It was agreed that we would try and work towards a timetable of distribution during the second week in September for collection during the first week in October. Consultation with the working groups would need to take place on the questions, prior to this, via email. It was agreed that if this document is correctly produced then the analysis could be done in house at minimal cost. We would need to publicise this questionnaire and suggestions were: Beacon, Church Newsletter, FYT newsletter and Residents groups. Plus the use of a dedicated web site:
www.freshwater.org.uk.
Other areas had used banners at the entrance to the area, so the costs and practicality of these would be looked into.
Distribution was discussed and it was agreed that if possible we would try and involve as many other organisations as possible and do a hand distribution. Dropping off points for completed forms would be at major locations, such as the Memorial Hall, Library, etc.
Each group would then be given the results of the survey and questionnaire in order to form their objectives.
- 04.00 Working Group updates.
Urban This group had been delving into areas outside of their remit but now were focused more on housing, the street scene and the external appearance of commercial property.
Renewables. This group had reduced in size to two persons and it was agreed that David would try and put some direction into them and arrange another meeting soon.
Economy Group. They are still completing their business survey. So far they have almost completed the survey of the larger businesses. Daniel James is concentrating now on retail, with Roger Spivey on the tourism related businesses.
- 05.00 Date of next steering group meeting – **TBA** when survey and questionnaire forms are available.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 25th September 2013 at 15:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), and Martha James.
- 02.00 Apologies from Clive Fleury.
- 03.00 This meeting was to discuss the distribution of the questionnaire collection boxes and to discuss how the information received would be correlated. It was agreed that after collection, the completed forms would be delivered to David Lewis for recording. He stated that summery sheets for each question had been made up and that from these charts and percentages could be made. Martha James requested that records be made of the answers on every questionnaire, so that proof could be shown that the answers were correct. David Lewis agreed to this and that the answers could be then transferred to the summery sheets for analysis. Questionnaire collection boxes should give an idea of where in the Parish the answers came from. i.e Orchards should be those from the Bay area. Some sheets may lack numbers, so “spare” numbers can be added, so as to present a complete record.
- 04.00 Working Groups . A request should be sent out to encourage the working groups to send in their meeting minutes. Then, based on the questionnaire replies, they can start working towards their objectives. Yarmouth Flood Prevention working group have highlighted the vulnerability of the Bridge Road/Gasworks Lane area of Freshwater, to flooding. It was agreed that the Built Environment Group should include Flooding in their brief.
- 05.00 Date of next steering group meeting – **TBA** when survey and questionnaire form data is available.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 23rd October 2013 at 15:30 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 The questionnaires had been collected and a few random examples were viewed by the Steering Committee. The questions were very broad in places and so some of the answers received were not exactly right for the question asked. It was agreed that David Lewis would carry on entering the core data onto a spread sheet but that extra comments or those not relevant, would be entered separately and presented to the Parish Council. Martha James also highlighted the fact that due to the haphazard way that the questionnaires had been distributed places, such as the permanently occupied holiday sites, had not been covered. It was agreed that un-numbered sheets would be photocopied for these and distributed, with some collection boxes left in place to be used for depositing completed forms. David Lewis stated that it would be several weeks until all the information would be available as it was taking about one and a half hours to process ten questionnaires. The spreadsheet was too large for printing but would be used to produce a summery sheet for distribution to the working groups and placed on the web. This would not only have the numbers on it but also pie graphs so that the information was presented in an easy to reference form. It was hoped that this would be completed by the middle of November. The meeting was concluded until the information was available.
- 03.00 Date of next steering group meeting – **TBA** when survey and questionnaire form data is available.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 18th November 2013 at 15:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 The results from the questionnaire were now available. The main spreadsheet has been stored but due to its size, it is not practical to print out. Therefore a simpler summery sheet has been produced and from that a presentation sheet for each of the six main subject areas. These sheets contain the main numbers and these are also presented as pie charts with percentages. The Steering Group were presented this information and further explanation of some of the subjects that formed the numbers. Martha James noted that there seemed to be a disproportionate return from the elderly, retired, section of the community, with a poor representation from the younger family groups. This had been noted by David Lewis, who had asked local families that he knew if they had completed the form. They stated that they had completed a similar questionnaire recently for the Parish (a question to the Parish Chairman, Clive Fleury, revealed that this was in fact about two years ago) and so had not bothered with this one. Others had put it into the recycle bin and one set of parents had stated that they were transient and so not really interested. Martha James suggested that it would be easier to ‘see’ the information if each question was presented in a top down number format, i.e. the higher number at the top, so as to show the priority. David Lewis agreed to do this over the next day and send this out. Martha James also asked for a more detailed covering page at the front, prior to it being presented to the Inspector. This was agreed, but at this stage it was felt to be important that the summery sheets went out to the working groups for consultation. If they were happy, then they could go out on the Parish web site as well, for the general public to view. Mike Wheeler also stated that it would be a good idea to place some signs in the CoOp, Memorial Hall and Library thanking people for their input in completing and returning the questionnaire.
- 03.00 Date of the next steering group meeting to be after feed back from the working groups.

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 22nd January 2014 at 13:00 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin), Martha James and Clive Fleury.
- 02.00 This meeting was to discuss the present situation with the working groups and construct a new timeline for future progress. A new timeline was agreed and will be distributed. It looked as if the completion date will now be at the start of 2015 but it was hoped that this could be brought forward if the work groups could speed up.
- 03.00 Working Groups . Progress was slow and so it was agreed that there should be a group meeting with all members on possibly the 26th February 2014 at 18:30, if the Tennyson Suite was available. It was also agreed that we should invite a member of each working group in turn to our meetings in order to get formal updates on progress and to see where problems could arise. New work group members are John Medland, Dennis Rapley, Don Hicklin and Anne Banford.
- 04.00 Public consultation. It was also agreed that in the next few months the groups should be able to come up with objectives from their vision statements and then from these work towards the policies to fulfil these objectives. The 22nd May 2014 is the European Elections and so it was agreed to hold the next public consultation at the same time. This would be achieved by having display boards at each location with the vision statements, objectives and policies from each group displayed on them. The community would then be asked to comment on these. The comments would then be used to refine the policy areas.
- 05.00 Communications. It was agreed that a Newsletter would be produced to go out with the next questionnaire or to be made available at the next public event. (See 04.00)
- 06.00 Date of next steering group meeting – **12th February 2014 at 16:00 at Shima.**

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 10th February 2014 at 14:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), David Lewis (Admin) and Martha James.
- 02.00 Apologies Clive Fleury.
- 03.00 This meeting was to discuss the details and form an agenda for the total working group meeting planned for the 26th February 2014 at 18:30 onwards in the Tennyson Suite, Memorial Hall, Freshwater.
It was agreed that the Chairman would send out an agenda detailing that the working groups should now be creating objectives from their vision statements. At the meeting Martha will define what an “objective” is and how they should be worded. The objectives would be compared with the Island Core Strategy policies. Once the objectives had been passed by the Steering Group, the group could then work on their policies, It was also agreed that the Timeline could hopefully be reduced so that the document will be completed within 2014 rather than 2015. It was also decided that there would be a gradual change from separate working groups to one large group.
- 04.00 Presentations at the European Elections. It had previously been agreed that there would be displays at the two Polling Stations during the European Elections on the 22nd May 2014. David and Martha felt that it was wrong to put these down as “Public Consultations” as it was unlikely that voters would have any time to be fully consulted.
Presentation boards could be made to give an update on: a) The results of the Questionnaire, b) The “objectives”, c) the future distribution of a Newsletter.
Two Newsletters will be produced, to cover the “objectives”, with a tear off strip at the base of each so that the community can provide responses. These letters could be printed on A3 paper, so as to give four A4 sides. Distribution was a problem but contacts had been made last time who may do a better job than The Beacon.
Martha produced a copy of the Bembridge N.P. Basic Condition Statement as an example of a document that we also needed to produce.
- 05.00 Date of next steering group meeting – **after 26th February 2014.**

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Friday 25th July 2014 at 10:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Mike Wheeler (Chair), Clive Fleury, David Lewis (Admin) and Martha James.
- 02.00 This meeting was to discuss the response to a presentation to the Freshwater Bay Residents Association by the Economy, Business and Tourism Group, the previous evening (24th July 2014). This was in direct response to the questionnaire objective number 3.2 “To promote and enhance Freshwater Bay as a quality tourist destination”. A total of 80% of respondents either agreed or strongly agreed with this statement. 14% were neutral, so the group decided to give a talk about how they had arrived at that objective and to get feedback from the local residents as to how best this could be achieved. There were many comments on the state of the major hotel on the Bay frontage, but this is privately owned and so options were limited. It was generally felt that the main area of improvement would be better signage, people did not know that they had arrived at Freshwater Bay or what was available locally. The other main area of concern was the car park, as well as the sea wall that protects, and runs alongside the road at its lowest point. From the meeting there was a general agreement that this structure needed to be cleaned up and enhanced. One suggestion was that a triangular style capping be added to an otherwise boring flat topped wall. This would allow for the inboard face to be used as an information area, such as a timeline, places of interest, etc. At the Steering Group meeting it was agreed that this could be a useful way of helping to fulfil this objective and show a result from the Neighbourhood Plan. The roadside could possibly be enhanced by a mosaic welcoming people to Freshwater Bay, to be fitted ideally, before the stones are put in place, for safety reasons. It was suggested that the Parish and the F.N.P. could work with the Freshwater Bay Residents Association to achieve this. Other community projects could be area signage (Freshwater), possibly with added artwork to give a character and definition to the place. Martha suggested that a way of getting feedback from the community could be to utilise an idea that Waitrose/John Lewis use, whereby if you purchase products from their food outlet, you get tokens which you can deposit in containers labelled with designated charities. The collection box with the most tokens at the end of the month has a financial reward given to that charity. Here the idea would be to operate a similar scheme where people would be able to choose between say three different road signs for Freshwater, request a token and then place it in the appropriate box. This could be used by the Parish on a monthly basis to gauge local residents responses to different questions. Suggestions were the Library, CoOp, etc.
- 03.00 Analysing the questionnaires. To gauge the responses it was agreed to look at the answers based on the percentage returns for a total of Strongly Agree and Agree. Where the total was above 90% then it could be taken that the objective was accepted. Between 90% and 80% a greater review was required with the comments and the percentage of neutrals being a guide. Could the low figure be because of poor wording , misunderstanding or because of current concerns (i.e. recent change of lighting to LED). Below 80% the objective need serious consideration and the comments compared to find out if this objective could be approached in a different manner or removed.
- 04.00 SHLAA sites. With the recent amount of building within Freshwater the question is raised as to how many of the number detailed within the 2007 to 2027 Core document have been delivered or are close to completion? How many are required to fulfil the numbers and where? How will the community provision stand up to this?
- 05.00 Facebook and Twitter. Pages had been set up on both media but not properly monitored. It was agreed that as Daniel James had set them up, he should have a new look at them and work with others to maintain and enhance them.
- 06.00 A separate meeting was agreed for David and Martha on **Tuesday 29th July at 14:00** to go through the questionnaire answers in more detail.

**Freshwater Neighbourhood Plan (FNP) – Steering Group and Workgroup meeting .
Tuesday 12th August 2014 at 18:50 – Tennyson Suite, Memorial Hall, Freshwater**

Attending : Steering Group: Mike Wheeler (Chair), David Lewis , Clive Fleury, and Martha James.
Working Groups: Anne Banford, Rose Rachmen, Boris Moscoff, David Howarth, Jim Corden, Brenda Hobbs and John Medland.

18:50 The Chairman welcomed everybody and explained that the main purpose of this meeting was to review the results of the 2014 Questionnaire and to advise on the next step. David Lewis had put together a visual presentation for each numbered question and that would be used in the review as well as the appraisal done by David and Martha James. The Chairman also noted that Bembridge had now completed their Neighbourhood Plan and it had been through the approval process and passed. John Medland asked if there were any other Neighbourhood Plans in production and the Chairman replied that Brighstone was starting one. The Chairman then handed over to David Lewis.

2014 Questionnaire results.

Each question was displayed on the screen along with a total of the “Strongly agree and Agree”. It was explained that where this was above 90% of the total respondents to that question, then it was assumed that the vision/objective was acceptable, though in each case the number of comments and their content should be read in conjunction with this total. From 80% to the 90% it was important to review the question in relation to the comments and also to the number of “neutral” answers received. This gives an approximation of the priority of this vision/objective for the community. The comments in some cases highlighted a problem with the wording, i.e. “did not understand the question.” Finally for questions where the total was below 80%, then a full review of the vision/objective should be done, in conjunction with the comments and level of neutral responses.

A lot of the comments referred to the word “local” and so it was agreed that we look at other references in order to come up with a suitable definition for the N.P. Martha responded that she would send out the glossary of terms from the Island Core Strategy as well as the one from the Bembridge plan for the term, “local need.”

The questionnaire answers were then reviewed with the representatives from each group giving more details of the reasoning behind their question. The comments from David and Martha’s appraisal were also added.

Finally a brief summary of some examples of alternative energy sources were displayed via a .pdf file, by David Lewis.

The next stage.

Martha had been in contact with the Island Planners and they had reviewed the questionnaire answers. Generally they were happy with the visions and objectives, as well as the responses. The next stage was for each group to assess where there had been low numbers. Did the question stay, be altered, possibly be combined with another question or dismissed as not being required. After this, the proof must be acquired to turn the objectives into policies. At this point we do need to ensure that the paperwork is completed and that we compare our objectives with the I.C.S. For example, in the I.C.S. there is a table of expected housing numbers to be built within defined areas. Looking at this table, how many dwellings have been completed and how many more are required?

(extracts have been added to page two and three of these minutes)

The meeting concluded at 20:50

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Friday 10th October 2014 at 15:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Clive Fleury, David Lewis (Admin) and Martha James.
- 02.00 This meeting was to update Clive on the recent meetings that Martha and David had been holding with the working groups. Plus how the project can be moved forward to the next phase.
- 03.00 Mike Wheeler had resigned as Chairman of the Freshwater Neighbourhood Plan and the Parish Council had appointed Anne Bamford as the replacement Chairperson.
Ollie from the Planning Department has agreed to a meeting with the groups to give a talk on how to write policies. Date and location to be organised.
Hopefully the groups that have had meetings with Martha and David will have the re-wording of their objectives agreed by the end of October.
From these objectives they can then start to make up Policies. For each Policy there needs to be three options drawn up. These can then be presented to the community so that they can choose which option that they think will be preferable.
E.g 1) Do nothing 2) Preferred option 3) Extreme option
- 04.00 Public consultations. The Parish will be holding a Public consultation at the end of the month on how best to distribute the money the Parish gained from the access rights at the Middle School development. A display will be made up for this event, which can also be used at other locations.
Parish Day. It was also considered a good idea to have a Parish day just after Easter 2015. This would be planned as an outdoor event, probably on the old rose garden opposite to the library. The event would try to offer themed walks (Rural history – Spinfish, Middleton, Pound Green, Windmill Lane and back. How Freshwater developed – path by All Saints to Lonfhalves, Old Freshwater, back along Longhalves, Stroud Coppice, Vine and back via Royal Standard and Moa Place. Classic buildings of Freshwater. Etc.) Childrens’ events, such as colouring various building outlines, name the tree leaves, name the places on a blank map of the area, etc. Plus displays and questionnaires by the Parish and the F.N.P. Also local organisations such as Freshwater Lifeboat, etc. Promote awareness of Freshwater, educate and inform.
- 05.00 David to contact Mike Wheeler to get pictures, maps, etc.
David to use scans from Postcards to make up displays.

Meeting ended at 16:30.

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 26th November 2014 at 14:00 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 The meeting was opened by Anne as the new Chairperson, who stated that she had a wish to move the project on and keep to the previous timeline. She also thanked Martha and David for all the work that they had done so far. In the future she wished to put in deadlines for work to be completed by so as to ensure that the groups had something to aim for.
- 03.00 Communications. In the future all communications are to be via the chairperson. Also that the Steering Group minutes should also be copied to the Parish Clerk.
- 04.00 Working Groups. It was important that all working groups keep good minutes of their meeting and that these are forwarded to the Chair and to David. The next task for all groups was the completion of the Evidence form. This evidence need only be a referral to a publication/source and a page number or wording.

Community Provision.

This group held a recent lively meeting to go through a number of ideas. They have yet to forward any minutes for that meeting but are collecting their sources of evidence and completing their form. They are also reviewing their objectives.

Built Environment.

This group had a meeting on Monday and have been collecting their evidence from different sources. They have reduced the number of objectives and tightened up some of the wording.

(One policy talks about Section 106, this should be expanded to include CiL payments.)

Martha stated that the SHLAA sites on the Island are being reviewed by the Planners to assess the correct delivery for each site. They will not be reviewing Freshwater because we are in the process of producing a Neighbourhood Plan. However, our contact person, Ollie, is happy to come and discuss the SHLAA sites with the groups.

Rural and Renewables.

This group had a meeting last week. They were a little confused as to what sort of evidence was required. Examples were presented at the meeting and they also reviewed their objectives and have combined and simplified them. They also decided to produce some “thoughts” to give them some direction when working towards the policies. This resulted in a second meeting planned during the start of December.

On a general point Martha promoted the idea of some sort of community voting system. This could include having a system similar to Waitrose where you get a token and place it into the box that you feel is the best policy/wording, etc, out of a choice of say three. These could be placed in community centres such as the Library or the CoOp.

Economy and Tourism.

This group are currently looking at the shopping areas. There is a conservation area within the top of School Green Road near the Vine pub. With this in mind they are dividing the shopping areas up into three main sections in order to give greater clarity. This will then result in priority areas for future work.

All groups have done a lot of work but we do need to chase up documentation and have better communications with them in the future.

- 05.00 Training. It was decided that it would be a good idea to invite Ollie Boulter, the Planning Department contact, to give a chat/workshop to all the groups during January 2015. Martha had completed a training workshop in Cambridge during the summer and would forward her worksheets from that.

The Planning Advisory Service was holding a workshop in London during January,

(<http://www.pas.gov.uk/neighbourhood-planning>)

to which Anne and David said that they would like to attend. A request for greater detail would be forwarded to the organiser.

It was also noted that three other members of the Parish Council had expressed a wish to become involved: George Cameron, Brian Hinton and Colin Lillywhite. They would be offered the chance to either join a group or to become advisors, to be called upon as required.

06.00 Timeline update. The overall timeline would be updated for completed tasks. A second timeline would be created from this with tasks to be completed by each group for a set date. This would be published internally. The next task is review the evidence and then get some sort of ideas working towards policies. These could be written up after the January 2015 meeting with Ollie. It is not expected that the groups would get the wording correct first off but Martha and David can amend things and pass them back to the groups. The "Writing Planning Policies" pdf was useful and would be sent out again to all groups. It was to be stressed that all policies, where practical, should be local to Freshwater.

07.00 Group meetings. It has been decided that the groups should still hold their own meetings but that in addition there should be groups meetings in the Tennyson Suite at the Memorial Hall at approximately six week intervals. Anne to check the M.H. diary and to come back with available dates for inclusion on the internal timeline. Weekday evenings were the most popular. We also need better contact with youth groups (**possible inclusion of a representative in the future?**).
End of December for the objectives.

Currently the general emails include everybody's addresses at the top. Should this be formalised so that everybody gets a chance to form contacts (**shared vehicles, etc.**). Should we just let things be as they are, until somebody protests?

To make things a little more interesting we could create a newsletter. David to work on this.

08.00 The next Steering Group meeting is planned for 14:00 on Wednesday 17th December 2014 at "Shima".

Note

Wording in orange is an addition from the author of the minutes.

Wednesday 17th December 2014 at 11:10 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 Martha had recently had a meeting with our contact Ollie Bolter, at the IoW Planners. He updated her on the current situation with Neighbourhood Plans across the Island and some of the concerns that the planners had involving future challenges to some of the policies that they contained. The evidence needed to be robust when making policies. **David to send the new timelines to Ollie.**
- 03.00 Clive stated that it had been decided that the public consultation on future Parish spending should take place on Thursday 15th January 2015 and would be an all day and evening event. The Freshwater Neighbourhood Plan should work towards having display stands at this event. It was suggested that the Library would be an example as to why we need a neighbourhood plan, as it is now on the list of SHLAA sites. Peter Griffiths, Principal Officer Housing Policy, of the IoW Council can advise on SHLAA sites.
- 04.00 Workshops. It was suggested that **Martha should contact Ollie to arrange a date for him to attend a whole group meeting in the Memorial Hall during January. Dates available are: Wednesday 14th, Wednesday 21st, Thursday 22nd and Thursday 29th January 2015.** He would be asked to talk about the correct working for policies, good and bad. Taking one objective and how the policy related to it should be formatted. The difference between an objective and a policy. This would be followed by a practical exercise. To enable this the room layout will consist of the front table with the screen in the middle. Then rows in front facing the screen and front table. Behind that grouped chairs around tables with stationary, ready for the exercise. Anne to give an update and introduce Ollie.
After this there will be another planned workshop for all the groups members on **Wednesday 18th February starting at 18:00**
- 05.00 Evidence sheets. David has received two sheets, which will be passed to Martha by email. He was still lacking the sheets for the Economy and Tourism Group and the Community Provision Group. **Anne and Martha to provide these.**
- 06.00 Martha pointed out that the Section 106 agreement may in the future be phased out in favour of the CiL agreement. When writing policies that may include such payments in the future the wording should be “ Planning Obligation”.
- 07.00 Clive would like to thank everybody that has been involved with the Neighbourhood Plan, on behalf of the Parish, for the work that they have done.
- 08.00 Parish Day. Three Councillors had been appointed to work on staging this for April or May 2015. They were also working on the instigation of a public consultation system, similar to the Waitrose disc system. This could be used in the future by the Parish to gauge opinion on subjects, including the N.P.
- 09.00 Martha highlighted the recent survey by the IoW council on shopping areas within the Island. Freshwater does have a protected area of shops, based on historical use, that covers from the ex HSBC Bank northwards to opposite to the Memorial Hall. The rest of the shopping area is unprotected. The Business and Tourism Group are looking into this and how best to create a smaller but more vibrant shopping area within Freshwater.
(**Martha to email David a map for the front of the Newsletter**)

10.00 Social Media. The F.N.P. uses three forms of media. The original Yahoo account:
freshwaterplan@yahoo.co.uk Password: fnplan2
Facebook Password: fnplan2
[Freshwater plan](#)
Twitter
[@freshwaterplan](#)

These were currently not being monitored or controlled but were open to the public as a means of communication. Anne agreed to take over control of these with advice from Daniel James.

11.00 Next meeting date. 11:00 Wednesday 7th January 2015 at Shima.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 7th January 2015 at 16:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), and Martha James. Apologies received from Clive Fleury .
- 02.00 The meeting was opened by Anne who wished to review the arrangements for the Group Meeting at the Memorial Hall on Wednesday 14th January 2015, at 19:00. The Parish could provide a computer projector and white board for the committee to use. From previous presentations we have left over 20 pens and coloured Post It notes. The Parish would be asked for writing paper.
It was agreed that **David would email a reminder to all members of F.N. P. He would also email to Anne a list of the group members.**
The room would be laid out with chairs at the front with tables and chairs in clumps behind ready for the workshop tasks.
David would email Martha a list of the groups current objectives.
Martha would then email these to Ollie and ask him to take one of the simpler ones, make up an appropriate policy and then the best way that the policy could be worded so as to ensure that it complied with current rules, was not open to question and would satisfy the examiner.
Anne requested that David bring a PC with the FNP logo, so that this could be displayed when the committee were delivering information. She also requested that pictures were taken for future publication.
The agenda for the meeting would be as follows:
01.00 Anne would do an introduction.
02.00 Martha would do an update on where we are now.
03.00 Ollie would give a talk on the difference between an objective and a policy. This would flow into a working exercise for the groups.
04.00 David to finish with the dates for the next stages.
- Tea, coffee and water would be supplied, plus, possibly the inclusion of biscuits.
- 03.00 Martha gave a quick update on the work of the Economy and Tourism group. They are hoping to designate a “Village Centre” and move onto policies, within the published time scale. They are also working with representatives from Fort Victoria.
Martha also updated the S.G. on the current situation with Section 106 and CiL agreements. She suggested that the parish make up an accompanying document to the N.P that is in effect a wish list of future projects that could attract development funding.
Martha also said that she was happy to visit any group after the workshop if they require extra help.
- 04.00 Newsletter. The next one would have the Community Provision group as its centre. It was suggested that David attend their next meeting. This would be held either in the Sports Centre meeting room or the library. **Anne to advise on date, time and location.**
- 05.00 It was also agreed that the final document (the F.N.P.) would still maintain the current four sections, as per the working groups titles.
- 06.00 Anne and David were going up to London on the 5th February 2015 for a Neighbourhood Planning Master-class. Though the course was free the travel costs would amount to about £100 each. This was agreed. **Anne stated that the finances were in place and that she would book the tickets** so that it would make it easier to claim the costs.
- 07.00 AOB – Nil
- 08.00 Next Steering Group meeting will be on Monday 26th January 2015 at 11:00 – Shima.

Freshwater Neighbourhood Plan (FNP) – Workgroup meeting with Ollie Boulter I.W. Planning.

Wednesday 14th January 2015 at 19:00 – Tennyson Suite, Memorial Hall, Freshwater

Attending : Anne Bamford (Chair), David Lewis , Clive Fleury, Martha James, Boris Moscoff, David Howarth, Brenda Hobbs, Christopher Smith and John Medland. Plus Ollie Boulter from Isle of Wight Planning. Apologies received from Jim Corden.

19:15 The Chairman welcomed everybody and thanked them for coming. She then handed over to Martha James for an update.

Martha James She had received all the evidence sheets from the groups and on a brief review could not see any problems. The evidence needs to be linked to the objectives. She is now looking at the objectives to ensure that they conform to the Island Core Strategy (ICS) and do not conflict with it. Also, do the objectives clearly reflect the communities views as expressed within the questionnaire answers. There has to be a flow through from one to the other. Where an objective repeats one in the ICS, then it can be removed. She then thanked all the members for working so hard and apologised for being so hard on everybody at times. She then handed over to Ollie Boulter.

Ollie Boulter He thanked the group for inviting him. His theme for this meeting is “Objectives to Policies.” These are the main building blocks of a planning document. These blocks must be put in place from public consultation. Both the vision statements and the objectives should be strategic. You can still add policies that are not directly mentioned within the objective, provided that there is a link. Policies should be flexible and positively prepared. Martha has kept him up to date and acted as a conduit allowing him to monitor progress. So far everybody has made a good start. Some wording could be tighter and some of the objectives could be amalgamated.

Land use planning. Ensure that any policies are ones that require planning approval. Many items can fall under “permitted development” or householder rights. These cannot therefore appear within the N.P.

It is up to the groups how many objectives and policies appear within the final document but it should be born in mind that the more there is, the more likely that it will be challenged.

The ICS has only 12 objectives and 34 policies.

Policy writing – Ollie Boulter. The people who will be consulting this document are the developers, land owners, Parish and County councils. If adopted then the policies will have the power of law and will be the most up to date policies for the area. These policies will help the IoW Council to guide planners towards new planning applications. Policies can be grouped under three categories.

a) General Policies – These cover all the Parish and are not area specific. They should be simple, sustainable and allude to general design.

b) Criteria based policies – These set parameters or standards. These are often a collection of bullet points with a requirement to conform to all or a few of these to ensure approval. An example would be five criteria where the application has to conform to at least two.

c) Site specific policies – specific land use. These include allocations for new developments, local green spaces, etc. If defining a land use it is important firstly to consult the land owner as they may have other plans for that area. Evidence needs to be produced as to why this policy is in place and it needs to have an end game.

Key things when writing a policy – Ollie Boulter.

1. Can be reasonable – the policy can be achieved via planning. Policies have to be clear and unambiguous. Decide what is acceptable. Supply evidence as to why the policy is needed. Policies should be positive. Policies cannot remove permitted development rights. Policies cannot change conservation areas or listed buildings. Check the provenance, they have to

come from the public and not just from the working group members. Policies must not be “intent”.

2. When dealing with housing, consideration should be given to unstable land or flooding issues. In this apply the following: What is the source? Who does it effect? If in doubt require the developer to prove that the site is safe and to provide evidence that the proposal would not make the situation worse. This can put a local interpretation on the ICS and the National Planning Policy Framework.

3. What to do when we write policies.

Be clear – do not assume that the people reading the document understand the concept that you talking about. To help with this there are organisations, who, for a small fee, will review a draft document and report on its clarity and suitability.

Use plain English and keep it short.

Don't duplicate things that are already within the ICS or your own document.

Add value to the local area.

Deliverable – what do you want to be achieved?

Keep it simple – there is no need to write a policy for every eventuality.

For land use, a proposal should make full use of the area. The planners will look at the surrounding area to see if there may be further development at a future date.

4. Developments should be within the defined urban envelope or immediately adjacent to it. Design should be in keeping.

David Lewis Thanked Ollie Boulter for coming and reminded everybody that the **timeline** showed that they should submit to the Steering Group their provisional policies by Friday 13th February 2015. This was so that they could be reviewed at the next work shop which was scheduled for Wednesday 18th February 2015 at 18:30 in the Tennyson Suite of the Memorial Hall.

20:45 The meeting ended. The next total group meeting will be on

Wednesday 18th February 2015 at 18:30 – Tennyson Suite, Memorial Hall.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 26th January 2015 at 11:06 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Martha James and Clive Fleury .
- 02.00 The meeting was opened by Anne who wished to review the Training Session that had been held in the Memorial Hall on the 14th January 2015. This had been held with a guest speaker, Ollie Boulter, from Isle of Wight Planning. She felt that it had been a very successful evening and Ollie had commented to her that he was impressed with the level of knowledge shown by the groups. The message “Keep it simple” had been reinforced and should be followed by all groups when presenting their work. There had been a good repartee between Ollie and Martha, that had added to the evening. Anne will be dropping a thank you email to Ollie.
- 03.00 Working groups.
- Community Provision** had sent a draft of their policies to the Steering Group. This was well received and a good start. It did highlight one or two wording issues, such as in Policy 1.2 the words “ may feel” would be hard to define and are transient in nature as they could change over a short time period. The same policy also included the word vulnerable, which again, could change and required a precise definition. Policy 1.3 concerned green spaces within the village centre. A lot of green spaces could be seen from the village, that fall outside of the village centre. A policy could be made that covered all green spaces. These could then be displayed on a map. Generally though it was felt that the Community Provision group was well on its way.
- Built Environment** had not yet met since the training session. There were a lack of numbers now directly involved with this group. George Cameron and Paul England were to be invited to act as advisers as they could not become full members due to their illnesses and hospital commitments. This is a very important group and so when making policies their evidence needs to be robust. Some evidence submitted can be the opposite to the policy providing that they can show that it was considered. This counter argument can make the policy more robust as it shows a considered approach. They can have a parking policy and can also consider the appearance of commercial buildings but must leave the operational considerations to the business and tourism group. This group would be encouraged to compile a list of buildings that display a good standard of appearance, so as to provide a benchmark.
- Business and Tourism** were reviewing the shopping areas of Freshwater. Generally there was a mix of uses within the main retail area. Some A1 (Retail), A2 (Dentists, etc.) and A3 (catering). This has lead to a fragmented zone lacking a real definition. In turn this could lead to some currently commercial buildings evolving into housing, thus breaking up the definition even more. It has been suggested that there be a commercial retail zone from the Memorial Hall down to Moa Place and then a community zone to the east of there. This would allow premises to the east of Moa Place to be changed from retail to residential. Car parking effects the surrounding area. For example the car park in Avenue Road is essential to the evening use of the Memorial Hall and its loss would effect the viability of there and the shops near by. This group is starting to write policies and collecting firm evidence from the commercial sector.
- Rural.** This group have not met since the training session, due to illness. They are due to meet this Wednesday to start writing their policies.
- 04.00 Timetable. It was decided to stick with the current timetable as a push to the groups to work towards completion this summer.
- 05.00 Objectives. Ollie’s notes had been very useful and could now be put into practise.
- 06.00 Post-It notes. The post-it notes that the community had completed were typed up by David and had been sent out to everybody. These will form evidence and will be included in the

Statement of Community Involvement that will accompany the document.

07.00 Newsletter. This will have the centre pages dedicated to the Community Provision Group and should go out within the next 24 hours.

08.00 Parish Day. A number of events are planned for the spring and these could be combined. It was considered that the middle of May would be the best time as the weather may have become more settled. It was also felt that Avenue Road green (the old rose garden) would be the most visible location. A number of groups would be invited to participate, including the school, possibly with a May pole.

The meeting finished at 12:30.

09.00 Next Steering Group meeting will be on Monday 16th February 2015 at 10:00 – Shima.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 16th February 2015 at 10:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Martha James and Clive Fleury .
- 02.00 The meeting was opened by Anne who discussed the recent trip to London made by herself and David to attend the Locality Neighbourhood Plan Masterclass. This had been very successful and she had learnt a lot. One thing that became clear was that we had followed the correct process and were well ahead on our plan. David stated that he had in the afternoon attended another session which was designed for the Planners that were supervising Neighbourhood Plans. This had also been very useful as it showed a different side of things.
- 03.00 Working group meeting on Wednesday 18th February 2015. This coming Wednesday there will be a working group workshop to discuss the provisional (draft) policies sent out by David on Friday. These were purely drafts and some had been made into sentences from bullet points. It was agreed that there would be **two tables** laid out with **Built Environment and Rural/Renewables** together, plus **Community Provision and Economy/Tourism** also together. Clive and Anne would sit in on Built and Rural, with Martha and David on Community and Economy.
The meeting would start at 18:30 sharp with an introduction from Anne on the purpose of the workshop. This will be to review the policies in front of them, adjust and combine as required. Also to compare them with the ICS extract so as to ensure that they do not clash or repeat those policies. David would re-vamp the policy pages sent out so as to include the vision statements and the objectives. It was agreed that two files would be sent to Michael, the Parish Clerk, for printing and copying. 2 copies of the ICS extracts and 15 copies of the Draft Policies. David would also scan pages 42,43 and 44 of the Neighbourhood Plans Roadmap Guide (Locality) and email these out to everybody as a guide to policies. The aim is to encourage groups to write better policies.
At about 19:15 the meeting will commence a feedback session, using a flip chart manned by Martha. (Board and pens to be supplied by Parish). This would cover:
1.) Have you learnt anything?
2.) Can the Steering Group help you any more?
3.) Where are you going next?
It was hoped that the workshop would conclude some time after 20:00
- 04.00 Timetable. It was decided to stick with the current timetable as a push to the groups to work towards completion this summer.
- 05.00 AOB – Nil
- 06.00 The next Steering Group meeting will be on Monday 2nd March 2015 at 10:00, at Shima, Bedbury Lane.
- 07.00 The next workshop meeting to finalise the policies will be at 18:30 on Tuesday 10th March 2015 at the Tennyson Suite, Memorial Hall.

The meeting finished at 11:10.

**Freshwater Neighbourhood Plan (FNP) – Workgroup meeting.
Wednesday 18th February 2015 at 18:30 – Tennyson Suite, Memorial Hall, Freshwater**

Attending : Anne Bamford (Chair), David Lewis , Clive Fleury, Martha James, Boris Moscoff, David Howarth, Brenda Hobbs, Rose Rachman, Gill Kennett, Daniel James and Jim Corden.
Apologies received from John Medland.

18:35 The Chairman welcomed everybody and thanked them for coming. This evenings meeting was to concentrate on policy writing. Martha would give a brief outline of the style and good practise to observed when writing policies. This would be followed by a group exercise where two groups have been combines, so giving two tables, enabling them to review each others preliminary policies.

18: 38 **Martha James** It is important to ensure that a policy is robust and should represent, without doubt, the idea behind it. It is therefore important to get the wording correct. Write any policies as if they are being read by somebody who does know the area. Policies should be written in everyday English. Avoid duplicate words, such as “maintain”. Each policy needs to relate to the objective and these to the vision. Policies should have positive wording. Some policies can contain targets or dates of implementation, such as expanding facilities. So things such as directional/informational signs (non-planning issues) can be included but as aspirations. Section 106 can only be used when linked to housing developments, i.e. that it benefits the new development. CiL is different and can be broader based. Footpath networks associated with the new development is a good example.

There are three main types of policy:

- | | |
|----------------|-----------------------------------------------|
| Generic | – applies to the whole of the Parish |
| Criteria based | – lists with bullet points |
| Site specific | – relates to a specific site or change of use |

Exercise The groups are to review their policies as they are, and answer the following questions:

- 1) Does the policy make sense?
- 2) How can they be improved?

Then to answer the following: Three things that want to raise? (they have gained tonight)

- a) See progress
- b) Valued second opinion
- c) Meeting together as a group
- d) Interaction
- e) Use less words
- f) Notes for changes
- g) Clearer/Specific
- h) Avoid using the word “village” (talk about the Parish)
- i) Use of bullet points
- j) Don’t use the word “maintain”
- h) Avoid “Americanisms “and use good English

3) What help is needed from the Steering Group?

Better communications

4) What does each group plan to do next?

Go away and review the policies and alter them, based on what has been learnt.

Email to David Lewis the final policies.

Martha and David may need to rewrite some of these but would pass them back for approval.

20:45 The meeting ended. The next total group meeting will be on

Tuesday 10th March 2015 at 18:30 – Tennyson Suite, Memorial Hall.

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 2nd March 2015 at 10:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 The meeting was opened by Anne who had recently attended an IWALC meeting in Newport at the Riverside Centre. This had involved planning issues for Parish Councils and had included a section on Neighbourhood Plans. Both she and Clive were very pleased to see that the work that has been done on our plan was exactly as required and that we were well ahead on the quality required. “Planning is an art as well as a science. “
There are problems with the Built Environment group, due to illness and time constraints. It was agreed that David would look at the work that this group has done so far and try to construct some Objectives and Policies that reflect their evidence. The Community Provision group is also well ahead but David has not received their amendments to their objectives and policies. When received David will try and do the same for those.
- Business and Tourism are involved with making up a shopping area map. This will be delivered to every business for comment. There are some policies which Chris Smith has made up and these would be forwarded by Martha to David.
- 03.00 The workshop on the 11th March 2015 will be mainly a question and answer session with hopefully the groups reviewing the work presented by David. This will be the last planned workshop before David and Martha review the final policies for inclusion into the document.

The meeting ended at 11:00

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Monday 27th April 2015 at 10:00 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 During the previous month a review had taken place of the objectives and policies submitted by the groups. Martha and David had then compared these with the Island Core Strategy and checked compliance with other appropriate National Planning Documents. From this a re-write had taken place ensuring that the principles of the group objectives and policies were maintained, but compliance met.
- The main purpose of today’s meeting was to review these by the whole Steering Group and then adjust them as required. The review document was titled April 2 with a corrected version to be published as April 3. (Note: April 1 was just hand written amendments) When approved by the Steering Group, this April 3 will go out to all the group members for approval. From this, the final document will be made, plus additional maps and lists. After the review it was felt that some 90% of the groups original objectives and policies have been included with those left out being items that could have led to the document failing the final accreditation.
- It was also agreed that some of the definitions required will be for:
- Primary Frontage Area
 - Marketing a commercial to change of use.
 - Local Green Spaces
- 03.00 On Saturday 23rd May from 10:00 until 13:00 there will be an exhibition of the Neighbourhood Plan to the community. This will take place in a blow up pub, in case of inclement weather. Some Parish Councillors will attend (two are on the Steering Group) and so any extra comments that are not applicable to the N.P. could be taken by them.

The meeting ended at 11:40

**Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 1st July 2015 at 14:30 – “Shima” Bedbury Lane, Freshwater**

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Clive Fleury and Martha James.
- 02.00 The purpose of this meeting was to discuss the “Justifications”, prepared by Martha for the FNP policies 1 to 8 and to review requirements for the next ones. Martha had met with Ollie Boulter from the IOW Planning Office and had discussed some of the policies with him. From this there was a recommendation that a map should be drawn to indicate the areas of Freshwater Bay, Colwell and Fort Victoria and the approximate location of tourist accommodation in these areas. It was also suggested that in FNP 10 the word “seasonal” be removed when related to tourist employment. Generally the work so far was very logical and the final document should contain some good policies. For policies FNP 10 and FNP 11, a form should be included at the back of the document detailing the information required. On the policy for Freshwater facilities it was felt that the “Civic Amenities Site” should also be included. There were some questions about evidence of justification still required from two groups, Community Provision and Rural but Martha will be contacting them during the next week. David to carry on constructing the document and write the justification for FNP 14. Justifications should be in a consistent form, the current being bullet points, and this will be maintained.
- 03.00 There was still a lot of work to be done but it was hoped that a complete document will be available by the end of July. This will be sent in draft format out to the groups for final approval before going to the Parish for presentation to the Council.

The meeting ended at 16:10

Freshwater Neighbourhood Plan (FNP) – Steering Group.
Wednesday 14th October 2015 at 14:00 – “Shima” Bedbury Lane, Freshwater

- 01.00 Attending: Anne Bamford (Chairperson), David Lewis (Admin), Martha James and Clive Fleury .
- 02.00 The meeting was opened by Anne who wanted to ensure that we all understood the documents required to accompany the FNP document when it went to the examiner. Martha had forwarded a list of these, taken from Section 4 of the Town and County Planning Act 1990. These form the main discussion points at this meeting.
- 03.00
1. Consultation Statement. A draft copy of this had been completed by David.
 2. Shop and Business Audit. The Business and Tourism Group had completed this and a copy would be forwarded to David.
 3. Community Assessment Audit. This would be completed after the six weeks of public consultation had taken place. At the end of the consultation the IoW Planners would forward to the Parish Council details of their own comments on the Plan, plus those received from the public. These could then be assessed, the document changed, if required, and adjustments made, or if not thought suitable, justifications made for the lack of changes. Steering Group.
 4. Local Green Space Audit. This had already been completed by Martha.
 5. Evidence based document. This is a document of the evidence collected, organisations consulted and evidence used to justify the statements made. David
 6. Habitat regulations screening report. This report concerns the areas where development may be proposed and it's effects on habitat. Martha to produce.
 7. Sustainability Appraisal. The requirements have been divided into two, with only one required for our plan. Martha to produce.
 8. Quality Impact Assessment. A review of developments required for a sustainable future and how these would impact on the area. Martha.
 9. Non designated heritage assets lists and map. This documents should be expanded to include all heritage sites as well as Parish listings. Parish Council to produce.
 10. Delivery Strategy. How the plan will deliver the required developments. The Parish currently has the required number of houses planned, built or with permission granted. Look at Bembridge plan. David
 11. Basic Conditions Statement. Martha.
- 04.00 Once the dates for the public consultations are known (six weeks, from Planners), Parish to publicise consultation via magazines, banners and posters. Parish.
- 05.00 The current document in compressed .pdf format to be sent out to all members that have contributed to the information, plus to those organisations consulted as a courtesy copy. The covering email statement should be worded to ensure that they know that this is a draft copy and could be amended after consultation. Any comments should be sent to the IoW Planners.
- 06.00 Next meeting of the Steering Group. After the six week period and after the planners have sent all the comments.

Note:

During 2014 when enthusiasm started to wane a little, it was decided to hold direct workgroup meetings at “Shima”, involving two representatives from each working group but with two groups at a time. This allowed two groups to sort out any problems with conflicts and allowed for cross fertilisation of ideas. Three sessions were held before there was a change of Chairperson on the Steering Group and this system was discontinued. The following are the minutes from those meetings.

Steering Group and Working Group – meeting and workshop.

Community Provision and Built Environment.

“Shima”, Bedbury Lane, Freshwater. Thursday 11th September 2014 at 19:00

Outline: This was the first of regular monthly meetings between varied members of the working groups, with Martha James and David Lewis from the Steering Group. The purpose of these meetings was to ensure clarity and continuity throughout the next stages and to assist in providing any information required for each of the groups to work with.

Present. Martha James, David Lewis, Brenda Hobbs (Built Env.) and Anne Bamford (Community Provision).

Objective 1.2

Add the word “local” to vulnerable groups.

Throughout the Neighbourhood Plan, “local” will be defined as:

Development approved as meeting a **local need** will be subject to planning conditions and/or planning obligations to require the first occupants to be existing residents of the Isle of Wight with a Freshwater connection meeting one of the following categories:

- (a) a person who currently lives in the Parish and wishing to move to a smaller property in order to release larger accommodation
- (b) a person who currently lives in the Parish and has an appropriate housing need because their family size has increased
- (c) a person who currently lives in the Parish and wishes to transfer to a similar sized property
- (d) a person from the Parish who is subject to a planned management transfer based on medical grounds
- (e) a person who has previously lived in the Parish for 5 or more years up to the age of 16
- (f) a person who has for 5 years prior to such acquisition or occupation been in continuous full or part-time employment (excluding seasonal employment) in the Parish or has accepted an unconditional offer of employment in the Parish.

The first period of occupancy in accordance with the above criteria to be for a minimum of three months thereafter occupation (subject to the same criteria) may be extended to the neighbouring parishes of Totland or Yarmouth for a further three months. Thereafter, the property may be offered on the open market.

In the case of essential agricultural dwellings, these are to be occupied by person(s) employed or last employed in agriculture.

Define vulnerable groups within the community. Approximately how many people within each group? Type of care/resources required? Research for evidence.

Objective 2.1

Types of housing required. Demand?

The web site “Rightmove” does have a section that allows Trends to be viewed for an area. The Parish is split into two along the lines of the electoral Wards. These trends are based on land registry sales, so are basically a reflection of private sales, numbers and costs. The Parish does have

a lot of bungalows and these probably appear as detached dwellings. Social housing numbers can come from housing groups. Low use homes from Council Tax department. John Medland can provide census data for 2011 on how housing is distributed. Developers must prove a need.

Throughout the Neighbourhood Plan, "Housing stock " will be defined as:

5.38 In relation to the Rural Service Centres and the wider rural area, the Council expects to see smaller-scale development occur in sustainable locations, where a local need is identified. In the context of this policy, the Council does not want to be prescriptive and identify either an Island-wide threshold or settlement-specific threshold, but considers that smaller-scale development should:

meet an identified local need;

demonstrate that deliverable previously developed land is not available within the settlement boundary;

be commensurate to the size, scale, design and character of the settlement;

not significantly adversely change the size, scale, design and character of the settlement; and

be sustainably situated close to local services and facilities.

If further evidence is needed then contact Martha or David. Martha can set up meetings with Council Officials.

Built environment general.

Conservation areas, listed dwellings, housing types and styles.

SHLAA sites, Martha can arrange council meeting if required.

Group needs to collect all the evidence together.

Objective 2.2

At the end add "and locally important buildings." These will need to be listed with evidence as why.

The Built Environment group needs a separate meeting and it was suggested that Wednesday 1st October at 19:00 would be suitable.

The next Steering Group and Working Group meeting for the Community Provision and Built Environment Groups would be on Thursday 9th October at 19:00. Location: Shima, Bedbury Lane.

Steering Group and Working Group – meeting and workshop.

Economy and Tourism with Rural and Renewables.

“Shima”, Bedbury Lane, Freshwater. Thursday 25th September 2014 at 19:10

Outline: This was the second of regular monthly meetings between varied members of the working groups, with Martha James and David Lewis from the Steering Group. The purpose of these meetings was to ensure clarity and continuity throughout the next stages and to assist in providing any information required for each of the groups to work with.

Present. Martha James, David Lewis, David Howarth (Rural), Boris Moscoff (Rural), Daniel James (Economy) and Roger Spivey (Economy).

The persons present discussed the responses to the 2014 questionnaire, especially where the responses had been below expectations.

Objective 3.1

Insert the word “sensitive” into the objective so as to soften the tone.

Objective 3.2

Respondents comments reflect the fear of overdevelopment. Protected area. Include Colwell in promotions. Possible tasteful promotion signs on Colwell bus stop.

Objective 3.3

Leave as is. Response possibly reflects age profile – large retired population. Get census data to reflect this.

Objective 3.4

Comments did not reflect the objective. Leave as is.

Objective 4.2

Change “outside of the settlement boundary” to “within the rural area”. Then in the glossary section define “Rural area” as being “Outside of the settlement boundary”.

From the “National Planning Policy Framework”, extract appropriate land based businesses for this area. – Rural section.

Objective 4.3

Replace the word “improve” with “preserve and enhance”.

Managing scrub, opening up views and selective tree planting.

Objective 4.7

Comments were skewed by timing. Street lights had recently been replaced by LED lighting which had proven unpopular because of the very direct rather than broader illuminated areas. These did not require planning. The objective is linked to developments that require planning permission.

Examples.

Objective 4.8

Comments mainly around wind turbines. Delete “non-renewable” and just leave “energy”. Remove the words “offset by” and “varied”, to reform a new sentence supporting appropriate renewable sources.

Objective 4.9

Leave as is. Draw up guidelines .

Martha then went on to outline the next stages for the two groups.

General.

Look at the objectives. Collect evidence so that you can back up any statements made. Pull in information gleaned from interviews with/from other sources. We will be issuing a form to assist in ensuring that each objective has the evidence and then how this can be used to back up policies. The system is a pyramid, at the top is the vision, then the objectives and then the policies. Use the glossary of terms from the Island Core Strategy.

Economy and Tourism Group.

What areas need any more research? Signage, where and what?

West Wight hub – shopping boundary – specific shops?

Consult shop owners – how do they see the future? Do they agree with your proposals?

Parish to invite business groups and owners.

Rural and Renewables group.

More on renewables. Invite past members of the renewables group to future meetings.

Keep strands of ideas. When presenting to the public offer options of preferences, i.e. Option 1, 2, etc.

The next Steering Group and Working Group meeting for the Economy and Tourism, plus Rural and Renewables Groups would be on Thursday 23rd October at 19:00. Location: Shima, Bedbury Lane.

Past renewables group members:

Carol Bray : carolbray@talktalk.net

Charles Davidson : charlesdavidson@talktalk.net

Steering Group and Built Environment meeting.

“Shima”, Bedbury Lane, Freshwater. Wednesday 1st October 2014 at 19:10

Outline: This was a special meeting for this group to ensure that they had access to the correct evidence prior to going on to the next phase.

Present. Martha James, David Lewis, Brenda Hobbs and Anthony Roper

Objectives.

It was decided to go through all the objectives in turn and to ensure that there was evidence to back any statements.

Objective 2.1 Excel spreadsheets were available that list Freshwater dwellings, Freshwater Planning decisions up to 2013 and Freshwater Social Housing needs. These are out of date but will be sent out and Martha will request updates from the Planners.

From the answers to the 2013 questionnaire pick out type and where housing is required.

From the FVDS look at the 2007 housing stock and review alongside conservation areas and listed buildings. Did the meeting with the Conservation Officer add any extra detail?

Objective 2.2 Listed buildings within the Parish. Are there any areas that the community “value” that can be mentioned, with proof. Local listings (not National). Define “ locally value” buildings. Are there any listed buildings that are causing concern with the Conservation Officer.

Objective 2.3 Preference is for developers to fill in brown field sites first. Then SHLAA sites of the appropriate size.

Objective 2.4 Could be combined with 2.3? How much brown field sites are available? Housing figures are now entering a new 5 year period, so the Council starts again. What is a “sustainable” level of development. Development to reflect location and carry some characteristics of surrounding buildings so as to offer a modern update that does not dominate. Green living – BREAM standard.

Anthony to see Council with regards to new practical levels of development on SHLAA sites. Which are deliverable?

Anthony and David to work on a set of standard questions to ask the owners of SHLAA sites. For example, When? How many? Parking?

Objective 2.5 In future developments the design should show how the footpaths and bridleways link to the existing network. Future maintenance? Evidence to be a map of current footpaths and bridleways. SHLAA site links to footpaths.

Objective 2.6 Parking recommendation is 1.5 spaces of off-road parking per dwelling. Road width to allow for at least one side parking.

Objective 2.7 Define “centres”. Places where people congregate? Co-Op, Moa Place, Avenue Road and Freshwater Bay. Why these areas? Character and map.

In text, change “shop fronts” to “ commercial”, so as to include Royal Standard, etc.

Note. Brading N.P. is now in consultation and is available online.

Anthony and David to meet ideally one Thursday night.

Steering Group, Economy and Tourist plus Community Provision meeting.

“Shima”, Bedbury Lane, Freshwater. Thursday 24th October 2014 at 19:00

Present. Martha James, David Lewis, Christopher Smith, John Medland and Krissy lloyd

Objectives.

A sheet of all the corrected Vision statements and Objectives had been sent out by email. These were reviewed to ensure that there was evidence for the statements made and a review of the background of the statements. Krissy informed the group that the West Wight Sports Centre had collected quite a lot of information on various aspects of future community fitness and activity requirements, which should be able to be made available to the Freshwater Neighbourhood Plan. This would provide valuable evidence for some objectives

Economy and Tourism

3.3. This objective concerned “sites” for expansion and so from a retail point of view it was considered preferable to divide the main retail areas from the Memorial Hall to the large CoOp into three sections, i.e.: Avenue Road from the Memorial Hall to The Vine pub, The Vine to Moa Place and then Moa Place to the CoOp. It was recognised that the new CoOp could be considered as an “Out of Town” shopping centre. Martha stated that the Council had conducted a survey of the Island and this was published as the “Island Wide Retail Assessment”. The group considered that a map was essential to plot the results of this publication and other sources so that a clear view of the locality could be seen. From this policies could be formulated. Martha stated that Ollie Bolter from the Planning Department was prepared to come and talk to all the groups about wording policies.

3.4 The word “hub” was included in the objective and this was thought to give the wrong impression and may be changed. Evidence was needed probably from a survey that had been completed by a student for the group. Again a map could be useful.

3.5 This could be linked to 2.6. Document where parking provision is currently. Do the community use all the parking available? Avenue Road car park would seem to be little used as there is no 30 minutes free parking available there.

3.6 This could be incorporated into 3.4. Shrink the retail area so as to re-generate it. There is a mix of commercial types using the retail area, some being professional services next to retail shops. Dentists, Chiropractors, Solicitors, etc. To promote such professional services, within Freshwater.

Community provision.

1.1 How does the Health Service in Freshwater see its future requirements? Future requirements for the elderly, such as Care Homes? What do the youth want? What proof do we have for any statements made. Is the last part of the statement necessary? What is meant by “To develop a culture of community awareness” and how does it fit into planning?

1.2 Who are the vulnerable groups? People in care, mental health, other groups? What buildings do they need? How does planning effect them?

Freshwater Neighbourhood Plan

Minutes of Meeting with Ollie Boulter 30th November 2016 at Planning Office Newport 2pm

Present: Cllr Cameron, Cllr Wheeler, Cllr Bamford and Michael Mills (Parish Clerk)

Objective of the meeting was to meet before putting FNP forward and submitting it to IOW Council.

Ollie Boulter led the meeting indicating small things that need to be considered before submission.

FNP 11 - Coastal Erosion - opportunity for the parish to closely link with the West Wight Coastal Strategy. Given two options either to wait until it is adopted before Christmas or submit and then further down the line to give it material consideration. David Lewis to be consulted about this.

Our next formal stage is to submit our draft plan and publish it for consultation.

After discussion Ollie did make the team aware that there will not be so much freedom to add things as it needs to meet basic conditions.

The rest of the meeting was informal general discussion of small changes that could be made for clarification purposes.

Ollie was thanked for all the support he has given parish over the last few years.

Meeting finished at 3:20pm.