

**Daws Hill Area Reference Group
MINUTES of 19th September 2011
Venue: Daws Hill site at 5.30 pm**

Attendees

Gill Gowing Chairman	Arthur Winning DHRA
Richard White WDC	Stewart Armstrong DHRA
Ian Manktelow WDC	Simon Peacock DHRA
Chris Steuart WDC	Alan van der Pant DHRA
Ian McGowan BCC	Andrew Weaver DHRA
Councillor Jean Teesdale WDC	John Moore FFSA Residents Association
Councillor Brian Pollock JP WDC	Ken Tyson SCRAL
Councillor Hill (deputy)	Carolyn Leonard FHRA
Councillor John Savage (deputy)	Jem Bailey Chepping Wycombe PC
Councillor Farmer (deputy)	Barbara Wallis Little Marlow PC

For Taylor Wimpey (TW) (site visit and item 7 onwards)

Andrew Sturla	Andy Moore
David Peycke	Geoff Armstrong DPP
Bill Luck	

Apologies:

Councillor Clarke
Councillor Johncock
Councillor Snaith
Frank Mirtle FFSA
Paula Lee HORCA

Item			Actions
1	Site visit to Daws Hill	The group walked around the Daws Hill site. TW provided some site plans for those visiting the site. (The site visit included more than just Reference Group members and included the Chairman of WDC's Planning Committee)	
2	Introductions and Purpose and scope of Reference Group (GG)	<p>Reference Group has Terms of Reference that were considered and approved by the Planning Committee. A copy of the Terms of Reference is attached to the minutes.</p> <p>The Reference Group will be considering development in the Daws Hill area including the former RAF Daws Hill site (TW) and land at Abbey Barn (Berkeley Group). It has an independent Chairman. It is envisaged that the group will initially meet monthly but will then meet at two monthly intervals.</p> <p>The Reference Group is not a decision-making body. It is a forum for information sharing, for raising issues and helping to shape the proposals</p>	

		<p>for the site. It forms part but by no means all of the Community Engagement process.</p> <p>Involvement in the Reference Group does not curtail the right of any organisation or individual to respond to any future public consultation on the development of the site or on the planning application itself.</p> <p>The Reference Group will not provide a joint response to developers' public consultations or the eventual application –it will be the responsibility of each community group to respond individually.</p> <p>The group contains Councillors, some of whom are on decision-making bodies and they therefore have to ensure that they do not commit themselves in any way in relation to the eventual determination of the application. However this does not prevent them from actively participating in the Reference Group.</p> <p>There will be a separate pre-application process where the developers will negotiate directly with planning officers. Since officers will attend the Reference Group the discussions will help inform that process.</p>	
3	<p>Responsibilities of the Planning Committee members who are on the Reference Group (CS)</p>	<p>Members of the Planning Committee or Regulation and Appeals Committee should take extreme care:</p> <ul style="list-style-type: none"> ○ When speaking to developers or objectors not to express views about the acceptability or otherwise of a proposal ○ To remain open minded about the development proposals and only reach a view during the decision-making meeting, having read and considered the planning officer's report and all representations ○ To avoid organising support for or against a planning application ○ To avoid any public statements on planning applications or pre-applications <p>In terms of everyone else on the group, please do not:</p> <ul style="list-style-type: none"> ○ Lobby the decision making members either for or against the proposal(s) 	

		<ul style="list-style-type: none"> ○ Try to form alliances with them ○ Invite them to private meetings where the development proposals will be discussed ○ Involve them in private conversations with an aim of persuading them to a point of view or seeking their private thoughts on any matter. <p>The Planning Committee and Regulation and Appeals committee members should be confident to take a full role in the Reference Group meeting by:</p> <ul style="list-style-type: none"> ○ Listening to the Reference Groups' discussions and become involved through asking questions ○ Making sure they are thoroughly appraised of the development proposals ○ Being well equipped to enter the council chamber and make a decision with an open mind listening to the debate within the Council chamber and leading that debate where appropriate. 	
4	The planning context for the Daws Hill area sites (IMa)	<p>The former RAF base at Daws Hill is previously developed and acceptable in principle for residential development.</p> <p>The land at Abbey Barn South is a reserve site for future housing development but only to be released when needed.</p> <p>The planning authority has published a position statement that sets out the planning background to the sites.</p> <p>Questions were asked regarding the housing numbers for the District, the infrastructure required to support a development, the Planning Performance Agreement (PPA) and community engagement.</p> <p>Planning officers confirmed that the 500 dwelling figure for the site was an indicative figure but that the site had long been identified for a significant amount of development.</p> <p>In response to questions about the infrastructure requirements for the development it was confirmed that this was an important consideration that will need to be assessed</p>	

		through the pre-application process.	
5 & 6	The pre application process – Planning Performance Agreement (PPA) and community engagement	<p>A PPA is a semi-formal agreement between a potential developer and a local planning authority which sets out the structures and processes to be followed and how different groups and individuals engage with those processes. Whilst there is plenty of existing guidance and good practice, a PPA pins this down to a specific development project taking account of local circumstances at a particular moment in time.</p> <p>It makes no assumptions about whether or not planning permission should be granted, or on what conditions planning permission might be granted, but it is built upon the principle of working together with the aspiration of developing a site proposal which can be supported by the LPA and by the Community and by the developer.</p> <p>The key objectives of the PPA are to ensure the right level of professional rigour, and the right level of community engagement, and to manage the timing of these things. Whilst this does not guarantee that we can achieve the core aspiration above, we can guarantee that without these things the aspiration is unachievable.</p> <p>The draft PPA is a work in progress, but we want to complete this as soon as possible to provide a framework for the real work that needs to be done. The PPA is not an end in itself, and if in six months or a year's time we find something isn't working, we can review this.</p> <p>One of the things we want to weave into the PPA is a framework for Community Involvement including not only this group, but other consultation events with the wider public, and other Councillors, and to do this at the right point in the process.</p> <p>This is likely to involve public exhibitions in the area and presentations to the Council members for example, as well as the use of leaflets and the web etcetera.</p> <p>While the Reference Group has a critical role in maintaining the momentum and focus of Community Involvement it is not intended as a group which will single-handedly shoulder the burden of ensuring that people in your community's are informed, engaged and listened to.</p>	

		<p>After the PPA, the next step for the planning authority is to meet with Taylor Wimpey and the Highway Authority to begin the process of scoping out in more detail the issues that need to be thought about and the assessment work that needs to be done over the coming months. The Reference Group thoughts on the key planning issues will help inform that process.</p>	
7	<p>Taylor Wimpey Team (TW) to rejoin the meeting and state their thoughts for the pre-application process and set the scene.</p>	<p>TW want to engage with all stakeholders and believe in community involvement. They made clear their view that proactive engagement with the community delivered better outcomes both for the development and for the community as a whole.</p> <p>TW have agreed a programme with the planners and it will take at least one year before a planning application is submitted.</p> <p>TW want to seek agreement on how to engage with the community. A PPA is being drawn up to set out the rules for the process.</p> <p>First step is to identify the site constraints – wish to work with the community to achieve this.</p>	
8	<p>The key planning issues as seen by the community representatives on the Reference Group</p>	<p>The Community Representatives and the Councillors identified a number of issues.</p> <ul style="list-style-type: none"> • Road system: congested at peak periods. Schools particularly generate lots of traffic. • Sports centre junction with Marlow Hill very congested – impact upon this a concern. • Impact on roads through the AONB – don't want to see Winchbottom Lane widened and don't like the southern link road idea that was proposed some time ago. • Traffic impact on Abbey Barn Road – this road will need a major upgrade. • Transportation. • Bus services. • Could a shuttle bus service be provided? • Development will have an impact on infrastructure including roads, health, education. • Local secondary schools are oversubscribed. • The development needs to be part of High Wycombe not an isolated community. • If facilities are included with the development this will reduce the need to travel. • Need to develop a community with community facilities on the site. 	

		<ul style="list-style-type: none"> • The surrounding countryside has a quality that should not be eroded by the development. • Impact of construction traffic – how can this be managed? • Water supply – is this adequate to serve the site? • Utilities – can they supply the site? • Should some of the military houses be kept? • Need to have regard to other developments planned in the area – e.g. sports centre site. • Specific reference was also made to need for local shops, doctor's surgery and a dentist. 	
9	Arrangements for future meetings (GG)	<p>Matters discussed:</p> <ul style="list-style-type: none"> • How often we meet; Initially monthly but this will be kept under review. • Venue; It was agreed that future meetings would be held in the Council Offices probably in the Committee Rooms • Time; It was agreed that in future meetings would commence at 6pm • Minute taking; Chris Steuart would seek support from Central Admin at WDC. • Publication of information: Web site; Planning officers will post information including the draft minutes on our web site under our planning news pages. • http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-news/daws-hill-area.aspx • The Council's Position Statement and the Terms of Reference of the Reference Group would also be published on the web site. • How we include the developers in the meeting (Taylor Wimpey and Berkeley); It was agreed that in future TW would attend the whole Reference Group Meeting • A Long list of community groups was being prepared by WDC officers; • Deputies were acceptable if the nominated attendee was unable to attend. 	
10	Agenda items for next meeting (all)	<p>Topics included:</p> <ul style="list-style-type: none"> • PPA. • Proposed community consultation. • Site constraints. <p>The Reference Group did not want to visit Abbey Barn South at the present time. It was agreed to plan a visit later at a convenient time. It was noted that an added benefit of the visit would be to see the Daws Hill site from external vantage points.</p>	

11	Any other business (all)	TW offered an opportunity for further site visits if they are required.	

Next meeting:

Monday 17 October 6.00pm

Committee Room 1 WDC offices Queen Victoria Road, High Wycombe.

Web site page: <http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-news/daws-hill-area.aspx>

<p style="text-align: center;">Daws Hill Area Reference Group (DHG) - Terms of Reference – September 2011</p>
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1. Purpose

To provide a regular information sharing forum to enable key local stakeholders and member/ officer representatives to discuss the progress of major development proposals affecting the local area and the opportunities and challenges that emerge.

Whilst members of the Group will be encouraged to express their views to officers and members, the group does not have a decision making role. As is normally the case, it will be the role of officers to negotiate with prospective developer(s) and communicate the Council's position to them at both at the pre-application and application stages - and to subsequently report their recommendation to the Planning Committee, based on professional advice.

As and when consultation takes place on development proposals it will be for residents/ organisations/ ward members¹ to individually make representations, rather than through the Reference Group.

2. Scope

- To act as a sounding board and discuss opportunities and concerns raised by local residents/ interest groups and consider ideas about how they might be dealt with.
- To discuss relevant topics/ reports – e.g. re master-planning, design, supporting infrastructure and impacts, transport, with input from relevant professionals and those closely involved with the proposals.
- To consider/ comment upon arrangements for wider public consultation/ engagement in the development process and act as an interface with the wider local community
- Other matters the group feel are relevant as the process unfolds

3. Procedures

- Programme of meetings and key items for review/ discussion to be decided by WDC following consultation with members of the DHG and developer representatives.
- Frequency of meetings anticipated to be at approximately 2 monthly intervals.
- Notes of DHG meetings to be made publicly available
- Members of the Planning Committee delegated to this group need to ensure that they are not at risk of being seen to have pre-determined an

¹ Those on Planning Committee and Regulatory & Appeals Committees will be subject to the pre-determination guidance.

application in due course. As such Planning Committee Member appointed to the Reference Group will be responsible for ensuring that any opinions expressed in the Reference Group are given without prejudice to the determination of the planning application. When a planning application is ultimately brought to Planning Committee for determination, those Members will be responsible for ensuring that they have not predetermined the case, or have given the impression that they might have done so to an observer.

4. Membership

Designated individuals representing local groups with an interest in the emerging proposals for the Daws Hill and potentially Abbey Barn South sites and relevant members/ officers as follows:

Reference Group

	Number
Chairperson Gill Gowing gmgowing@btopenworld.com	1
Members nominated from WDC Planning Committee	2
Councillor Jean Teesdale jean_teesdale@wycombe.gov.uk	
Councillor Brian Pollock JP brian_pollock@wycombe.gov.uk	
Local Member representatives, one from each affected ward	3
<u>Abbey Ward:</u>	
Councillor Lesley Clarke (with Councillor Hill as a deputy) lesley_clarke@wycombe.gov.uk	
<u>Flackwell Heath and Little Marlow Ward:</u>	
Councillor David Johncock (with Councillor John Savage as a deputy) david_johncock@wycombe.gov.uk	
<u>Ryemead Ward:</u>	
Councillor Trevor Snaith). trevor_snaith@wycombe.gov.uk	
Local Community Representatives (from Residents Associations, umbrella groups and Parish Council(s))	9
3 Daws Hill Residents Association	
1. Arthur Winning	
2. Stewart Armstrong	

3. Simon Peacock
Substitutes
4. Alan van der Pant
5. Dave Inman

Contact:

committee@dhrhw.org.uk

[Chairman Angus Laidlaw chairman@dhrhw.org.uk]

1 FFSA Residents Association (Fair Ridge, Foxleigh and Spinney).

Chairman: Frank Mirtle

Contact:

frankgmirtle@tiscali.co.uk substitute John.Moore@bucks.ac.uk

1 SCRAL (School Close Road Association Ltd)

Contact:

Ken Tyson

ktyson@btconnect.com

1 Flackwell Heath Residents Association

Carolyn Leonard: carolynleonard@talktalk.net

Substitute

Martin Lawrence: lawrence_m@sky.com

1 Heart of Ryemead Community Association

Contact:

paulalouiselee@hotmail.co.uk

1 Little Marlow Parish Council

Councillor Barbara Wallis or Councillor Richard Mash.

Contact: clerk@littlemarlowparishcouncil.org.uk

1 Chepping Wycombe Parish Council

clerk.cwpc@btconnect.com

Officers

Richard White: Principal Planning Officer

Richard.White@wycombe.gov.uk

Chris Steuart: Team Leader Major Development and Design

Chris_steuart@wycombe.gov.uk

Ian McGowan Acting Team Leader, Intelligent Transport
Systems, Transport for Buckinghamshire

imcgowan@buckscc.gov.uk