**Cadnam Farm Liaison group meeting 20/09/2016**

Notes

Attendees:

|  |  |  |
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| **Organisation** | **Name** | **Present / apologies** |
| Persimmon Homes | Karl Endersby – Technical Director | ✓ |
| David Baily – Construction Director | ✓ |
| Paul Coombes – Contracts Manager | ✓ |
| Martin Grant Homes | Nick Parsons – Senior Technical Manager | ✓ |
| Terry Farmer – Construction Director | ✓ |
| Gordon Parry – Contracts Manager | ✓ |
| East Hampshire District Council | Cllr Dean Phillips – Portfolio Holder, Alton | ✓ |
| Cllr David Orme – Ward Cllr, Alton Wooteys | Apologies |
| John Geoghegan – Community Officer | ✓ |
| Alton Town Council | Cllr Peter Hicks – Leader  | ✓ |
| Cllr Graham Titterington – Ward Cllr, Wooteys Ward | Apologies |
| Cllr Derek Gardner – Ward Cllr, Wooteys Ward | Apologies |
| Alton Eastbrooke & Wooteys Residents Association | John Field – Chairman | ✓ |
| Tony Souter – Member | ✓ |

1. Introductions

Members of the meeting introduced themselves.

1. Purpose and format of meetings

These meetings were not public meetings although notes from the meetings would be made publically available. These meetings would allow the local community and the developers to communicate, share information, address concerns relating to the implementation of the Cadnam Farm development. This would not be a forum for “going over old ground” and all parties would be proactively engaging for the benefit of the local area.
A draft Terms of Reference document (attached to these minutes) was circulated. Unless members had any problems with the content, these terms of reference would be in use for these meetings going forward. Attendees would be reminded of the TOR if discussions strayed. As this meeting was for the most immediate neighbours of Cadnam Farm, it was agreed that a representative from Upper Anstey Lane & Old Odiham Road Residents Association should be invited to these meetings. No further expansion of the group was felt appropriate at this time.

1. Update on development

Currently the developers were in the process of discharging conditions. The closure of Upper Anstey Lane had been through consultation with statutory consultees and the public was being consulted on the proposal until the end of October, at which point a decision will be reached on whether or not to implement the Traffic Regulation Order.
Work would begin within the site itself with access improvements which would last around 3 months, before the commencement of building the two development parcels within the site some time in the new year.
Hampshire County Council would be implementing the traffic measures on the Anstey Road / Anstey Lane junction, utilising contributions from Persimmon and MGH, and a signalised junction seemed to be HCC’s preferred solution.
Hedge clearance has taken place on site, and some tree protection work.
Construction work on the Coors Sports Ground site (Miller Homes) was expected to start in early 2017, which would have implications at the Anstey Road end of town.

Construction traffic would be directed to access the site via Old Odiham Road / Gilbert White Way in line with the plans that were submitted, though this may not be followed 100% by delivery drivers – residents may feed back if routes are not being followed. Access via Anstey Lane would not be so much of an issue after peak hours. **Action: MGH to investigate alternative routes for construction traffic.**It was pointed out that there was a 6 foot 6 width restriction on vehicles using Old Odiham Road. Whichever the preferred route that vehicles will be asked to take, the situation could be helped by appropriate signage, toolbox talks for workers and encouraging contractors to keep to the plans.
Most of the excesses from the site would stay on the site, minimising the need for vehicle movements away from the site.
Thames Water had a duty to accommodate the Cadnam Development within their infrastructure.
Management of the entire site would be undertaken by a management company in due course, set up by the two developers, which would have resident directors long term.

4.Questions/concerns from the community

Several questions arose, and the following was discussed:
The importance of finishing the site was highlighted and mention made to the Barley Fields development and lessons that could be learned from that site.
A naming competition for the new site was proposed, possibly through the local schools. **Action: Persimmon / MGH to progress this with their sales teams.**
The disabled parking spaces opposite the site at the bottom of Gilbert White Way may be impacted by vehicles accessing this site during construction, for around 13-15 weeks.
Some work would be starting on site within the coming two months, including tree protection work, work on electric overhead cables etc.
**Action: John Field to invite Persimmon to an upcoming AEWRA meeting.**Currently there is no check on the water coming off of the site, and when this development is in place there will be a positive drainage system.
Issues were reported with the grips becoming silted on site. **Action: Persimmon to investigate this.**

Date of next meeting: Wednesday 16th November (PM) – times & venue tbc

**Cadnam Farm liaison group**

Terms of reference

**Purpose / role of the group:**

* To share information between the two developers on the Cadnam Farm site (Persimmon Homes and Martin Grant Homes) and the local community;
* For the community representatives to raise issues on behalf of the community as necessary;
* To discuss other matters relating to the site or the effects of works taking place on the site;

**Membership:**

* The membership of this group will be by invite only and meetings will not be open to the public;
* The key groups to be represented at this group will be: Persimmon Homes, Martin Grant Homes, Alton Eastbrooke and Wooteys Residents Association, Alton and District Residents Association, East Hampshire District Council, Alton Town Council. To keep the meeting manageable, each organization will usually be asked to send one representative;
* Membership of the group will be continually reviewed, and other groups may be invited on specific occasions.

**Working methods / ways of working:**

* This group will meet every 4-6 weeks, but this is flexible;
* Generally, information shared at this meeting will be made publically available. Any information shared in confidence should be introduced as such;
* Meetings will be held in Alton;
* Information may be shared by email between meetings;
* The meetings will be facilitated by EHDC, including secretariat and chairmanship.

**Accountability:**

* Each representative around the table will be expected to communicate any pertinent points among their respective organisations.

**Review:**

* These Terms of Reference may be reviewed at any meeting.