

Neighbourhood Development Plan (NDP) Working Group:

Report from meeting 08.07.2020

Publically available documents relating to the NDP can be found here:

<https://www.malvernwells-pc.gov.uk/local-information/neighbourhood-plans>

1. Update:

1.1 Strategic Environmental Assessment (SEA) – Scoping Report

Following the initial screening of the draft NDP by MHDC, and due to the NDP making a housing allocation, it was determined that whilst a habitat assessment was not required an SEA is. AECOM are undertaking the work and this is funded directly by 'Locality'. The SEA Scoping Report looks at impacts on assets such as heritage and landscape etc. The Scoping Report draft has been agreed and submitted to the statutory consultees: Environment Agency, Historic England, Natural England. It is understood there is a 5 week period to receive their comments.

1.2 Site Assessment Report

The Site Assessment Report looks at the sites that came forward following the SWDP 'call for sites' (i.e. expression by landowners as available for potential development) under the Strategic Housing and Employment Land Availability Assessment (SHELAA). The Site Assessment considers these (14) sites and their development impact and potentiality in a traffic lighted way. Carly Tinkler's Landscape Sensitivity and Capacity Assessment (LSCA) feeds into the site assessment and forms a part of the evidence base.

Note that, as previously reported to the Council, the NDP has made two housing allocation sites both off Woodfarm Road: Woodfarm Road East (30 dwellings near the turning circle) and Woodfarm Road West (13 dwellings, extending the row of properties close by the clubhouse). This is predicated to a large degree upon the results of the Housing Needs Survey, and the Site Assessment, critical to which was the LSCA produced by Carly Tinkler.

1.3 NDP Draft Plan

The draft plan dated April 2020 (labelled June 2020 as a download on the website) included a number of additions, principally:

- (i) An allocation of new public open space between the Woodfarm Road East and West sites – taking the form of a proposed orchard and wildflower meadow. This is linked to and conditional upon the housing allocations.

- (ii) An allocation for cemetery land and allotment land on the tract of land owned by Abbey College south of Hanley Road and east of Rothwell Road.
- (iii) Policy around building design that aims to apply the AONB design guide.

In addition more minor running changes were made to existing policies e.g. around the allocations in response to informal consultation including from residents during the informal consultation exercises around February and from MHDC, AONB and WCC feedback.

1.4 AECOM Indicative Layout & Virtual Site Visit

AECOM, again under Locality funding accessed due to the housing allocation, are producing an indicative site layout for the housing allocation sites – this will give a better idea of the potential scale, form, height, massing and spacing of a potential development. It will not include detailed elevations of buildings. It should give a better perspective on any potential impacts around views for example.

A virtual site tour was undertaken with AECOM on 25th June. This also looked at the rest of the parish as it is hoped they can also do additional work on design guidance for the plan covering the wider parish (e.g. to inform the area character assessments etc) but this is subject to negotiation and approval for additional Locality funding as it lies outside of the initial scope.

1.5 Woodfarm Road residents meeting – 30th June

A consultation meeting was undertaken with Woodfarm Road residents. They fielded approximately 60 questions during an approximately 4 hour Q&A session predominantly centred around the housing allocation policies. Present at the meeting aside from NC and JS were our planning and landscape consultants Peter and Carly. Residents had unfortunately missed the 6 informal consultation events at the Village Hall, Wyche Institute and Methodist Chapel and an agreed meeting (8th March) just prior to lockdown had been cancelled by them. The residents were reassured however that they had effectively not missed out on anything as there had been additional time to absorb the detail of the reports and inform their questions and additionally the informal consultation was now open until 24th July to enable them to submit their comments.

1.6 Informal Consultation period and comments

To date there have been an appreciable number of comments received from both parishioners and stakeholders such as AONB, MHDC, WCC (e.g. re contaminated land). All consultation responses are collected onto a series of response schedules ('trackers'): (i) covering allied reports such as the LSCA; (ii) covering the NDP and its policies; (iii) the details of individual respondees. (GDPR has been considered throughout the process). The period to receive informal consultations ends on 24 July 2020.

1.7 Local Green Space (LGS) consultation

The consultation with stakeholders (landowners) on LGS also ends on 24 July. Most green spaces are in MWPC, WCC or Malvern Hills Trust ownership. A small number are private: Hollywell Park and the 'horse field' off Upper Welland Road. LGSs are deemed to be important to the community be it for landscape value, recreation or habitat for example. In the case of the Upper Welland LGS this also has an additional policy designation in the NDP as a Green Gap to maintain a sense of separation between Upper Welland and the rest of Malvern Wells.

1.8 Abbey College consultation

Abbey College had been consulted with regard to LGS however due to the allocation for cemetery and allotment land MWPC is to write to them again regarding this allocation to bring this to their attention and invite discussion. The working group is interested to engage and establish what if any future plans they might have regarding other development aspirations as they brought three tracts of land forward in the SWDP SHELAA.

Questions were asked regarding the Abbey College and also Abbey House regarding their viability for housing development and if this impacts upon the housing allocations made under the NDP at Woodfarm Road. Since Abbey College remains operational and Abbey House did not come forward through the SHELAA process neither could be considered. If this changed during the NDP's development phase this would be factored in. Generally they might likely be regarded as additional windfall sites.

2. Grant Applications and Costs

A grant application has been made to Locality to cover the costs of Peter and Carly's work up to the end of November / Regulation 14 submission of the NDP – this was at about the single grant application threshold of £10k. Grant applications are made in advance and cannot cover work retrospectively. Because the NDP has made a housing allocation this has made additional grant funding accessible.

There has been a degree of frustration around grant applications that has impacted upon producing budget figures as Locality have changed parameters and administrative requirements on multiple occasions, but it is hoped this is now resolved and a report on the whole costs of the NDP is being prepared in terms of both the overall (entire) cost to the public purse, including grants from Locality (and the AONB for Carly's early Phase 1 Landscape Assessment), and the direct costs to the council.

3. Next Steps

Our informal consultation response deadline is 24th July. We anticipate an appreciable number of responses and these will need logging and acknowledging, considering and where appropriate incorporating into the NDP as revisions.

After the Regulation 14 Pre-Submission Consultation the NDP will then be submitted in the autumn (circa October / November 2020) under Regulation 15 to MHDC as the Local Planning Authority (LPA) together with our 'consultation statement' that details who was consulted, how, summarises the main issues and concerns and how these were responded to. The LPA must publicise the draft plan for 6 weeks (under Regulation 16) for public consultation (estimate March 2021). Note that we have already had an initial draft plan screening from MHDC and received early comments and incorporated these where appropriate.

After this will follow Regulation 17, the LPA (MHDC) submission of the plan to the (independent) Examiner and Regulation 18 examiner report and decision. The Examiner recommends whether the NDP can proceed to public referendum – this is likely to be May 2022 to coincide with the election cycle (costs for this are borne by MHDC). The Examiner can require modifications to the NDP and throughout these stages some changes to the NDP are anticipated to react to consultation responses along the way.

The working group meet again on Wednesday 2nd September.

Neil Chatten, Chairman of NDP Working Group and Planning Committee

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Malvern Wells Parish Council NDP Working Group

Minutes of online meeting by Zoom 10.30 a.m. Monday 5th October 2020

Apologies: Chrissie Gates, Sarah Hart (Clerk)

Present: Jackie Smethurst (Chair), Tonya O'Donnell, Andy Pitt

1. Woodfarm Road and the Worcestershire Golf Club (WGC)

Issues had arisen affecting the proposed site allocations at Woodfarm Road.

First, a conversation between JS and Mark Wright of WGC on Thurs 4th Sept, after the last NDP meeting on Wed 2nd Sept, at which she relayed the NDP group's agreement to recommend to council that the NDP should be put on a more permanent holding pattern while they tried to recruit more councillors & parishioners to the group, with a review on resumption of business at two-monthly intervals. She also told him the group had agreed to revisit the site allocation(s) as the first item for review when it resumed, with the focus of attention would be brownfield sites within the development boundary. In turn, Mark said Carly Tinkler had told him the draft NDP proposed to allocate the whole triangle of land between Woodfarm sites east and west as public open space including possible suggestion of community orchard. He apologised for not spotting this himself in the draft NDP, but it was apparently not the intention to offer the whole space, WGC might want to keep some of the land aside for more holes as part of the course. He reminded JS that this offer was only ever contingent on the site allocations going ahead.

Second, the NDP group had only just become aware of a resolution being presented to members at the WGC AGM on Fri 9th October 2020, asking for their vote to support any future sale of WGC land for development. There was no mention of the other barrier to proposed site allocation which Mark had mentioned to JS, namely that of the WGC land under NDP consideration being subject to a covenant limiting its sale for leisure or agricultural uses only. The phrasing of WGC's resolution to their members also raised significant doubts as to whether all the sites were truly 'available' (which is one of the key tests for an allocation along with suitable and achievable), and therefore cast doubt on whether the land could be brought forward as allocated in the plan.

Third, the NDP group were unhappy that the phrasing of the resolution presented an incorrect perspective to WGC members by making it sound as if the parish council were instrumental in getting WGC to review their 'lazy assets', and to consider developing the land, rather than WGC board themselves conducting their own review of assets and deciding to submit land to MHDC in the 'call for sites' back in 2018. The group were keen to steer clear of WGC internal politics.

More representations had been received from Woodfarm Road residents. Detailed discussions were held on this and all the above, especially impact on (and status of) the proposed site allocations. Given the NDP group had already decided to review the site allocation as a priority when they resumed normal activity, and the WGC resolution and conversation had now cast doubt on viability, members voted unanimously to put the following recommendation to full council:-

To remove the two proposed site allocations at Woodfarm Road, and the associated public open space allocation, from the draft NDP.

JS was tasked with notifying the NDP group's decision to WGC board before their AGM.

2. To consider Tonya O'Donnell as chair following resignation of JS, appointment approved.

Next meeting Wed 4th November, time TBC

Malvern Wells Parish Council

Minutes of the NDP Working Group Meeting

Present: Cllr T. O'Donnell (Chair), Cllr C O'Donnell, Peter Hamilton, Clerk S Hart, H Burrage, Matt, Julie, Tim , Carly

1. Apologies – A Pitt
2. Tonya opened with a quick hello to new group members and a brief intro and reminder to remember that the NDP applies to the whole Parish not just specific parts and should not become a wish list for individual parishioners on what they do or do not want but a vision for Parish Development that encompasses more than just building planning but also community assets and growth of the Parish in terms of social & community needs & space as well as potential building development. Almost 90% of building within the Parish is residential development, redevelopment, or small scale in fill development on private land.
3. Carly talked about the Landscape Sensitivity & Capacity Assessment. An updated copy of which will be available in the drop box. Carly reiterated Tonya's comments and agreed that the Parish vision was important.
4. Peter Hamilton made some comments about his part in the overall planning & agreed to send copies of plans he knew already existed, but other group members may not be aware of. Peter also reiterated that the Design Code document we have now is just the existing special characteristics of Malvern Wells. This will be used to inform the Design Code section.
5. Peter Hamilton mentioned that planning allocation sites would always be controversial but this work on Design Codes was about developing a planning policy for the neighbourhood that goes into the neighbourhood plan. Peter talked about the three main categories for planning & building in the context of the new Government guidelines. Build, Restore & Protect. Build will be Government led. Restore will be County led and Protect will be locally led.
6. Helen Burrage made a point about comments on the design code & who we send them to & when? Peter Hamilton said he would receive these and collate them asap.
7. Carly talked about the LSEA & its place in the process.
8. A discussion took place about bikes and plans for cycling routes or a bike park.
9. A discussion took place about the Housing Needs Survey that had been done, Residential Character survey and local greenspace report along with site allocations. It was noted all these are still in draft form. We put the whole program on hold while we waited for the 6

week assessment deadlines to be confirmed and encouraged new members to join the group.

10. There was discussion again about the plans. Tim mentioned project management. Peter reassured the group there had been a plan and this was available it was just that with group members changing this information does not seem to have passed down.

Meeting Closed.

Malvern Wells Parish Council

Minutes of the NDP Working Group Meeting February 2021

Present: Cllr T. O'Donnell (Chair), Cllr C O'Donnell, P Hamilton, Clerk S Hart, A Pitt, C Tinkler, T Kidwell

1. Apologies – H Burrage
2. The meeting opened with brief discussion of TOR. There was a discussion about roles. T Kidwell offered to take role of Project management, keeping track of timeline of documents etc. A Pitt offered to take role of PR liaison with public.
3. There was a discussion about the Government White Paper on planning and its proposed changes to National Planning Framework. Building better, building beautiful. Design Code is high on this agenda with environmentally friendly & sustainable building.
4. Discussion moved onto Design Code. P Hamilton helped inform that the Design Code & other associated documents are designed to layer up and support the NDP? They support the NDP document. The DC should try to incorporate Design Guidance for the Neighbourhood. The DC does not look at specific allocations it focuses on future guidance for building within the Parish.
5. Where does the DC fit in ? It relates to the Residential Character study and the Building Design Policy. It is an appendix within the NDP.
6. There was discussion about the AONB Partnership & guidance.
7. We should remember that the NDP works under the blanket protection of the AONB. It is an additional layer of protection. P Hamilton reminded working group members that the AONB does not stop development but works within Planning Policy and Planning Law.
8. It was noted that the SWDP is coming to the end of the 5 year plan. It might be worth what is happening about new SWDP.
9. Future meetings were discussed. It was agreed that all comments on Design Code as it stands should be sent to P Hamilton by Sunday Feb 28th. Peter will work to accommodate comments asap & Working Group will meet on 3rd March to review updates. Replies back & redraft should be completed by 4th March ready to take to an extra Council meeting to be held at the latest on 11th March & have accepted. These can then to AECOM so they can incorporate & work on next part of the Design Code document.
10. In AOB section A Pitt told the group about ELF (Environmental Law Foundation). ELF have offered to help support Wells Parish NDP incorporate environmental guidelines into the NDP & Design Codes. This would make our NDP Progressive and forward looking in line with new National Guidance. The working group all agreed they were very much in support of this and thanked A Pitt for his work.
11. It was agreed that T O'Donnell would draft an email to Parish Council to discuss options to move forward with NDP so a decision can be made. It was discussed that a separate NDP meeting could be held later in March to discuss this. The date of 16th March 2pm as was discussed for the next meeting to allow time for any comments to be compiled by the following week to go on the Council agenda if required.

Meeting Closed.

Neighbourhood Development Plan (NDP) Update

March 16th 2021

On 16th March, a meeting of the NDP Working group was held to discuss the status of the NDP currently and what the future could hold for the NDP.

The agenda was relatively short but items to be discussed were.

1. Pros & cons of an NDP particular focus on benefits of having an NDP.
 2. NDP Status today.
 3. Consider the workload of continuing work on the NDP and time and effort required to deliver a complete NDP.
 4. Financial situation of NDP, costs, grants, and impact of continuing or not.
 5. Moving forward.
 6. Proposal to Council.
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1. The following was pointed out.
 - a. The NDP is the Parish's only way of influencing future development other than the single planning applications & land use applications that we see.
 - b. An NDP could counter unwelcome development.
 - c. There is an opportunity to direct future design of any building development within the Parish within the Design Code element of the NDP.
 - d. The NDP formally represents the Parish position to stakeholders.
 - e. Any site allocation is not just about housing it is also about green space, community assets like cemetery & allotments etc.
 2. The NDP has formally been on hold for a few months, this is something this meeting was specifically called to discuss.
 3. To date a significant amount of work has been undertaken. Due to a change in working group members some time has been needed for new group members to get up to speed with work done thus far and the Project Plan status. The Design code and 3 other statutory documents need completing but much of the supporting assessment documentation has been completed though not formally signed off. The status of the NDP is still as a working draft.

We now have a group of enthusiastic councillors and volunteers keen to progress. New Terms of Reference has been drafted. Consultants are engaged and work progressing on Design Code document following a detailed review of the baseline draft. Our estimated delivery date is Christmas 2023.
 4. A formal evaluation of financial status has been completed by Clerk and can be circulated. Approximately £25,000 has been spent much of this is in grants. This is higher than any original estimates but the nature of the NDP as required by Government & Councils has changed so costs have risen appropriate to typical spending on any an NDP anywhere in the country. Ours is not exceptional.

5. Moving forward the NDP working group are keen to Emphasize Green policies and to this end have commenced engagement with the Environmental Law Foundation who are keen to help create an NDP putting sustainable & green development at the forefront of its agenda.

As a group it was agreed that when addressing the Parish housing need as identified in the Housing Needs survey, we are keen to discourage large scale housing development and keen to see any small-scale development / infill development fulfil the Parish housing needs. The housing needs survey identified a requirement for smaller more affordable housing for either downsizing or younger families, but it was felt partly because of AONB & Conservation that the Parish cannot support huge, large scale development. We will work with SWDP to continue to show keen to demonstrate we are doing our bit for growth but at a sustainable level.

6. Finally, as a group having discussed all these things we concluded that the best way forward is to take the NDP off hold and continue to complete an NDP with site allocations but control what those allocations are with strong emphasis on Design Code & Green agenda.

We would like to propose that Council agree on this decision.

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF A MEETING HELD
7pm 29TH JUNE 2021
ON ZOOM

ATTENDANCE

PRESENT	APOLOGIES	ABSENT
T O'Donnell (Chair) C O'Donnell S Hart (Clerk) A Pitt T Kidwell (Secretary)	P Stanier D Preece	J Black J Baker

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Elect chair for 2021-2022	<ul style="list-style-type: none"> • Candidate: T O'Donnell. • Proposed: C O'Donnell. • Seconded: T Kidwell. 	T O'Donnell elected
2.	Agree Terms of Reference for recommendation to Full Council	<ul style="list-style-type: none"> • Distribute latest version of ToR. • Members to review latest ToR with examples already emailed A Pitt, to T Kidwell by 15th July. 	T Kidwell All
3.	Next Meeting	7pm Thurs 22nd July. On Zoom. In order to anticipate deadline for referring items to full Council Meetings will in future be held one week before Parish Council meetings. ¹	All
4.	NPD context today	Dropping housing allocations and focussing on design and green spaces etc should simplify the NDP and expedite its completion. Although this reconsidered approach may attract higher, initial consultancy costs, due to the required partial rewrite, overall costs should be reduced.	Information
5.	The NDP way ahead	<ul style="list-style-type: none"> • Design Code: <ul style="list-style-type: none"> ○ Circulate AECOM draft Design Code when released (expected 2 July). ○ Design Code to be on next meeting agenda ○ All to be prepared to comment at the next meeting ○ P Hamilton to be asked: 	S Hart T Kidwell All T Kidwell

¹ Next PC Meeting Wednesday 28th July.

		<ul style="list-style-type: none"> • S Hart sought guidance on procedure for responding to developer enquiries (eg recently circulated email about Handley Road). S Hart to forward developer enquiries to NDPWG members for consideration at next NDPWG meeting. • T O'Donnell agreed to set up a new Drop-box area and review folder structure. • A Pitt updated on ELF: <ul style="list-style-type: none"> ○ Initial responses has been positive but nothing recently. ○ Suspect that ELF is addressing the strategic role played by AECOM (on behalf of HMG) in influencing national NDPs. ○ A Pitt will keep pushing ELF. 	<p>A Pitt Information</p> <p>T O'Donnell</p> <p>A Pitt</p>
9.	Review actions	T O'Donnell confirmed actions (see attached list).	All
10.	Details of next meeting	7pm Thurs 22nd July. On Zoom.	All

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF AN INFORMAL MEETING HELD
4pm 6th JULY 2021
ON ZOOM

ATTENDANCE

PRESENT
T O'Donnell (Chair) P Hamilton (Consultant) S Hart (Clerk) A Pitt (Member) P Stanier (Member) T Kidwell (Secretary)

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Introduction	Tim gave the purpose of the meeting as: With P Hamilton, to understand the status of the NDP, what work is required and determine who could undertake that work.	
2.	Where are we with the NDP?	P Hamilton gave the following summary: <ul style="list-style-type: none"> • Informal consultation held June/July 2019 • At the pre-Regulation 14 stage (6-week consultation) • Change in housing allocations approach will impact several NDP elements T O'Donnell asked if there was a breakdown of the work required to get the NDP ready for Regulation 14. P. Hamilton shared and talked through the table attached. ¹ A Pitt asked about recent changes to National and local policies. P Hamilton agreed these would affect the current Plan: <ul style="list-style-type: none"> • SWDP review consultation was due in October with publication in Spring 2022. • No changes to climate change targets likely • No housing allocations likely in the ANOB² • The NDP can set higher standards than local or National policies 	

¹ Malvern Well NDP_Document Sheet_Jan 2021

² Area of Outstanding Natural Beauty (Malvern Hills)

		<ul style="list-style-type: none"> • Government White Paper (6 August 2021) seeks to focus NDPs on design guides and less on planning management • Business Use Classes have changed and will affect the Plan. <p>A Pitt identified the use of the draft Plan by developers in their planning applications. P Hamilton emphasised that the draft plan had no weight.</p> <p>P Hamilton has a file of NDP documents. To liaise with T O'Donnell to put into Drop Box</p> <p>Tim volunteered to put together a Gantt chart reflecting the work that needed to be done.</p>	<p>T O'Donnell P Hamilton</p> <p>T Kidwell</p>
3.	What is the impact of removing the housing land allocations?	<p>T O'Donnell recapped the MWPC³ position on allocations as:</p> <ul style="list-style-type: none"> • No Parish appetite for large scale developments • More appetite for small developments and infill • Meet housing targets through this approach <p>A Pitt observed that local housing needs had been successfully managed on a casual basis for a number of years.</p> <p>There was discussion of the impact of Government White Paper and the review of the SWDP⁴, particularly climate change policies.</p> <ul style="list-style-type: none"> • Removing the allocations would need a review of the NDP (vision, objectives etc) and its policies such as Wood Farm Road allocations, Green Open Spaces, Residence Character, Building Design, Business Centre • The NDP will need to address the requirements of the Housing Needs Survey. For discussion at the next NDPWG meeting (22 July). <p>A Pitt is liaising with David Clarke (MHDC)⁵ over the SWDP.</p>	
4.	Where does the Design Code fit in the policy hierarchy?	<p>P Hamilton advised that the Design Code will be a Plan policy.</p>	

³ Malvern Wells Parish Council

⁴ South Worcestershire Development Plan

⁵ Malvern Hills District Council

5.	What is the priority for work?	<p>After some discussion, work required to be done by the Group was in four parts:</p> <ol style="list-style-type: none"> 1. Pre-Regulation 14 outstanding updates to the Plan contained in P Hamilton's the table (Footnote 1, attached) 2. Amendments from changes of National and local policies 3. Changes resulting from the removal of the housing allocations (vision, objectives etc) 4. Addressing matters arising from the Informal Consultation <p>Other tasks identified:</p> <ul style="list-style-type: none"> • Develop the Design Code by the NDPWG • Develop a Consultation Statement by TBC <p>This scheme needs to be developed at the next Group meeting Wednesday 22 July.</p>	
6.	Who is going to do the work?	<p>It was agreed that the work would be divided as follows (aligned to the numbers above):</p> <ol style="list-style-type: none"> 1. P Hamilton 2. P Hamilton 3. NDP WG 4. NDP WG <p>The NDPWG work needed to be discussed at the next Group meeting.</p> <p>A Pitt observed that there was going to be a timings issue with the SWDP review. It was agreed that whilst the Review needed to be monitored and changes reflected, work on the NDP needed to press ahead.</p>	All
7.	How much is it going to cost?	<p>P Hamilton identified three grant areas: Basic, Additional and Advanced. P Hamilton commented that there is a risk that we may have to hand back Affordable Housing Grant that we have already received due to removing the housing allocation.</p> <p>S Hart agreed to investigate.</p> <p>S Hart observed that there was NDP funding in this Year's Parish budget. Not sure how much?</p>	S Hart
8.	Any Other Business	<ul style="list-style-type: none"> • P Stanier remarked that the removal of NDP housing allocation will caused a great deal of work. Might the allocations be re-instated? Question for the NDPWG meeting. 	T Kidwell

		<ul style="list-style-type: none"> • T Kidwell to revise the draft agenda with T O'Donnell • Supplementary question from T Kidwell: How does the Group task P Hamilton? 	
9.	Date of Next Meeting	The next meeting will be the regular NDPWG meeting on 22 July.	

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF A GROUP MEETING HELD
7pm 22th JULY 2021
ON ZOOM

ATTENDANCE

PRESENT	APOLOGIES	ABSENT
T O'Donnell (Chair) A Pitt T Kidwell (Secretary)	P Stanier C O'Donnell S Hart (Clerk) P Hamilton	J Black J Baker D Preece

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Opening remarks	<ul style="list-style-type: none"> • Apologies • Disappointing attendance. Need for members commit in order to deliver an NDP. 	
2.	Items from the previous meeting	The AECOM Design Code link circulated by Sarah H was no longer working. Tim K to ask Sarah to get AECOM to refresh so that Tonya O'D could put a copy into Dropbox. (<i>Sarah H as since put a copy in Dropbox</i>)	Tim K Sarah H Tonya O'D
3.	Review actions log	All actions were to be covered during the meeting.	
4.	ToRs:	<ul style="list-style-type: none"> • Comments received from Tonya O'D, Andy P and Sarah H. • Tim K to incorporate comments and send draft to Sarah H for submission to the Parish Council Meeting. (<i>since completed</i>) 	Tim K Sarah H
5.	NDP Principles	<ul style="list-style-type: none"> • NDP principles were discussed and agreed. <ul style="list-style-type: none"> ○ MWPC has voted have an NDP ○ NDP is about more than housing ○ No housing land allocations to be included in the Plan ○ Meet housing demand/targets through <u>small</u> developments ○ Regulate small developments through the Design Code 	

7.	AECON Design Code	<ul style="list-style-type: none"> • Tonya O'D and Tim K had not been able to access the Design Code. • Andy P to approach Carly Tinkler to see if she would review the Design Code. 	Andy P
8.	Finance		
9.	Communications	<ul style="list-style-type: none"> • The NDPWG will have a stand at the MW Fete on Sunday 12th September. Volunteers welcome. <ul style="list-style-type: none"> ○ Tim K to do face painting. ○ Andy P to see if posters, flyers, banners and boards are still around. • Andy P has had only one response to his email on communications. • The Group needs to consider how to publicise the NDP and how it should be represented on the MWPC website. (at next meeting). 	All Tim K Andy P All All
10.	Information Management	<ul style="list-style-type: none"> • Tonya O'D has set up a new Drop Box account for the Group and copied files across. Access needs to be decided (at next meeting). • The Group needs to understand what documents need to be published – all documents in the index with others? Andy P to ask David Clarke. 	All Andy P
11.	ELF Report	It appears that the Group did not respond to an ELF request last Year. Andy P to re-establish contact.	Andy P
12.	Any other business	<ul style="list-style-type: none"> • Hanley Road developer response is PC business with Group support, guidance. Andy P to seek David Clark's advice. • How does the Group task P Hamilton? 	Andy P Sarah H
13.	Confirm actions from this meeting	Tim ran through actions agreed. See actions log.	
14.	Next meeting	7pm Thursday 19 th August	All

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF A GROUP MEETING HELD
7pm 29th JULY 2021
at The Malvern Wells Village Hall

ATTENDANCE

PRESENT	APOLOGIES	ABSENT
T O'Donnell (Chair) A Pitt T Kidwell (Secretary)	P Stanier C O'Donnell S Hart (Clerk) D Preece	J Black J Baker

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Opening remarks	<ul style="list-style-type: none"> • Actions arising from the previous meeting (see Action Log) 	
2.	Group Resources	Tonya reported from the MWPC meeting (28 Jul) that there was little indication that councillors who had volunteered for the NDPWG would be able to commit. The Council was made aware of the difficulties in delivering an NDP with only 3 effective WG members and the PC Clerk.	
3.	NDP Format	<p>There was discussion over the future format of the NDP. Members would reflect on:</p> <ul style="list-style-type: none"> • The valuable work already undertaken • The use of the current, lengthy Plan • The ability of the Group's limited resources to revise such a large document • The potential for a shorter Plan, based on a design code and its relationship to the longer document. <p>Tonya recommended 'Keeping it Simple', a Locality publication by Tony Burton.</p> <p>Whatever the format, the comments raised from the Informal Consultation still need to be addressed.</p> <p>The statutory status of the NDP (must or should) still needed to be determined.</p>	All
4.	AECON Design Code	<ul style="list-style-type: none"> • Andy to merge comments from Andy and Tim. 	Andy P

		<ul style="list-style-type: none"> • Andy P to approach Carly Tinkler to review the Design Code: able to, cost, timeframe. 	Andy P
5.	SWDP (R)	<p>Tonya reported that John Gallagher (District Councillor), had briefed the MWPC on the SWDP (R):</p> <ul style="list-style-type: none"> • 40k houses needed in SW by 2040 through urban expansion • Malvern Wells (rural not urban) not likely to be given a target (AONB etc) 	
6.	Next meeting	<p>Andy to arrange a Zoom call with David Clarke to seek his advice on:</p> <ul style="list-style-type: none"> • NDP statutory status • Format • Design Code 	Andy P

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF A GROUP MEETING HELD
9.30am FRIDAY 13TH JULY
On MS Teams

ATTENDANCE

PRESENT	APOLOGIES	ABSENT
T O'Donnell (Chair) D Clarke (MHDC Councillor, NDP lead) A Pitt S Hart (Clerk) T Kidwell (Secretary)	P Stanier C O'Donnell	J Black J Baker D Preece

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Opening remarks	Andy welcomed David Clarke, saying that this was to be the first of a series of meetings, with the next being face to face in Malvern on Wednesday 1 st September. David added that he knew the Wells well.	
2.	Discussion	Andy asked if other NDPs had been tested in Court. David replied that although NDPs had less rigour in their preparation than the SWDP, not many had been tested in Court. Andy described a triangle with the NDP in one corner, the MHDC in another and SWDP (representing National Planning policies) in the third. Sarah asked about developers who offered allowance for allotments or cemetery expansion in their proposal. David said that this was a risky approach but could be included as a community project in an annex with criteria for allocation.	
3.	Nature of an NDP	David stated that that an NDP: <ul style="list-style-type: none"> • Is a tool to help assess planning applications • Should focus on the appearance of new dwellings and developments where the National Planning Policies focus on innovative design. • Needs to be tightly worded, not wishy-washy. 	

		<ul style="list-style-type: none"> • Needs to be robust. • Must add value. • Should give a strong steer to developers. • Focus on the issues • Say where any in-fill, small-scale development could be located. Within a development boundary, near the front of the plan. • Local green spaces needed to be demonstrably special (not necessarily by the whole community). Allocation needs to be coordinated with the landowner. David said that the SWDP defined green areas. <p>Tonya added that the Wells had particular issues and that the NDP needed to have teeth in the planning process.</p> <p>Andy added that an NDP needed to be user friendly.</p> <p>Andy observed that the AECOM Design Code did not reflect the SWDP.</p> <p>Sarah asked what level of detail was required. David pointed at the Abberley NDP as a good example.</p>	
4.	David's Observations	<p>David stated that there had been no MHDC informal review of the MW NDP since 2009.</p> <p>He did not see anything wrong with the current Plan policies.</p> <p>That we should not be disappointed with low-level community engagement. Although a Statement of Consultation was required to demonstrate that the opportunity to comment has been offered.</p> <p>National Planning Policies state that there was to be no large-scale development in AONBs. Andy observed that Rural Exemption trumps AONB. David said he would check.</p> <p>There are no consequences for not proceeding. Upton has opted out.</p> <p>That there is no housing allocation for the Wells in the SWDP. However, David did add at the end of the meeting, that there will be a 'figure' for neighbourhood areas based on population.</p>	
5.	Proposal	Tonya proposed that the MW NDP should:	

		<ul style="list-style-type: none"> • Have the housing allocations removed. • Reflect, but not duplicate, National Planning and SWDP Policies. • See small scale infilling. • Be a roadmap for MHDC, Malvern Town Council and MW Parish. • Provide guidance for planning applications with consideration and weight. <p>She added that the Group needed a definitive list of documents required for an NDP.</p> <p>David observed that the proposal sounded like a design guide which would need an NDP to support it.</p> <p>Sarah asked if the NDP should state where development was <u>not</u> wanted.</p>	
6.	Next meeting	NDPWG meeting. Tuesday 17 th August at 100 Woodfarm Road, Malvern WR14 4PP.	

MALVERN WELLS PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
NOTES OF A MEETING HELD
7pm 28TH APRIL 2022
ON ZOOM

ATTENDANCE

PRESENT	APOLOGIES	ABSENT
T O'Donnell (Chair) C O'Donnell A Pitt T Kidwell	P Stanier	J Black J Baker D Preece

NOTES

ITEM	TOPIC	COMMENT	ACTION
1.	Design Code	It was agreed by all attending that comments on the AECOM Design Code by Tonya and Andy, together with assorted photographs, would be submitted to the MWPC at meeting on Thursday 5 th May, for its approval and onward issue to AECOM. Tonya to submit.	T O'Donnell
2.	Subsequent meeting	It was also agreed that a subsequent NPWG Meeting was required to determine the next steps.	All