

**NEIGHBOURHOOD PLAN
STEERING GROUP**
MINUTES OF MEETING HELD
7.30pm Wednesday 27th September 2017

Present Dr Chris Fabray (Chair), Mr P Fisher (Vice Chair), Mr P Crysell, Ms V Harman, Cllr M Knight, Cllr B McEldowney, Mr P Sharp and Cllr N Ward

In attendance Assistant Clerk: J Quinn

1. Chairman's Welcome

Dr Fabray welcomed all to the meeting and introduced Mr P Sharp as a new member of the Steering Group. Those present then introduced themselves.

2. Apologies for absence

Apologies had been received from Ms S Reid.

3. Declarations of Interest (Members' Code of Conduct)

The Assistant Clerk advised Mr Sharp that the Steering Group operates in accordance with Parish Council Standing Orders and procedures and that he would need to complete a *Register of Members Disclosable Pecuniary Interests* form and also a *Dispensation Request* form. There were issued at the end of the meeting. The Assistant Clerk also pointed out that *Register of Members Disclosable Pecuniary Interests* forms were still outstanding from Mrs M Andrews, Ms Harman and Ms Reid and *Dispensation Request* forms from Mrs M Andrews and Ms Harman.

4. To consider members' written requests for dispensation, if requested

None were requested.

5. Adjournment of meeting for Public Question Time

There were no members of the public present.

6. Previous Minutes

To consider approval of draft minutes of meeting held on 31st May 2017

It was agreed that the minutes of the meeting held on 31st May 2017 were an accurate record.

10. Presentation by Paul Crysell on neighbourhood plan policy preparation

With the agreement of the Group item 10 was dealt with at this point in the meeting.

The presentation explained i) planning policy hierarchy, namely; the National Planning Policy Framework; Planning Practice Guidance; development plans (county and district) and neighbourhood plans and ii) guidance on the drafting of policies. It was noted that National Planning Practice Guidance [www.gov.uk/government/collections/planning-practice-guidance] included a topic on neighbourhood planning. Key points from the presentation noted by members included:

- All national policies documents are available on the Government website [e.g. www.gov.uk/guidance/national-planning-policy-framework]

- The underlying evidence for policies in the Bromsgrove District Plan is available on Bromsgrove District Council's website [www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/local-development-plan/evidence-base.aspx]
- Having evidence for neighbourhood plan policies is crucial

It was noted that there was no requirement for neighbourhood plans to have either a sustainability appraisal or environmental impact assessment but in practice most neighbourhood plans include these. Members discussed the importance of the Catshill and North Marlbrook Neighbourhood Plan reflecting the views of the community. It was noted that although there were restrictions on what could be included in a neighbourhood plan it was still possible for the plan to challenge existing policies where these reflected the views of the community and could be substantiated by relevant evidence.

It was agreed that the Assistant Clerk would distribute a copy of the presentation with the minutes of the meeting.

7. Report of Cllr McEldowney on Neighbourhood Planning seminar attended on 20th July 2017.

Presentations previously circulated.

The seminar, which comprised five speakers covering a wide range of topics relating to neighbourhood planning, was summarised. Key points noted by members included:

- The importance of evidence
- The need to comply with relevant legislation
- The availability of advice
- The importance of the housing market (members noted that local housing needs may be influenced by factors beyond the plan area)
- The importance of a good relationship with the Local Planning Authority
- The value of working with local groups and having local political support

8. To review Phase 1 Consultation including Analysis Report and progress with business questionnaires.

Dr Fabray reported on his previously circulated Phase 1 Consultation Analysis Report noting that whilst the 265 questionnaires returned were below the original target it was still statistically significant. It was noted that further progress with business questionnaires was needed and Mr Sharp agreed to approach three businesses for which he had contact details. Dr Fabray to provide him with the requisite forms.

It was agreed that the overall objectives of the first year of the Project Plan had been achieved. Dr Fabray thanked all members of the Steering Group for their efforts in achieving this.

12. Review of future activity including phase 2 consultation

With the agreement of the Group item 12 was dealt with at this point in the meeting.

An example of a phase 2 consultation questionnaire had been previously circulated.

It was agreed that Dr Fabray would design a framework for a Phase 2 questionnaire for consideration at the next meeting.

It was agreed that the content of the Phase 2 questionnaire would be determined by the output from the working groups.

11. Progress of Working Groups

Report back from each Working Group

With the agreement of the Group item 11 was dealt with at this point in the meeting.

Infrastructure. The group had not met but data from surveys, workshops and relevant plans had been gathered and collated. It was noted that Bromsgrove traffic survey data should be available and could now be accessed. It

was noted that membership of the group now comprised: Cllr Ward (lead); Mr A Bate; Mr P Fisher; Mr C Homer and Ms S Reid.

Housing. The group has agreed principles, examined census data and obtained information on the need to assess the impact of Birmingham's expanding housing needs. It was drawing on neighbourhood planning examples from other local parishes' neighbourhood planning activity where they were of similar size such as Hagley and Barnt Green. The next task was to examine green belt and brownfield sites within the parish with a view to identifying possible developments sites. It was noted that membership of the group now comprised: Mr P Crysell (lead); Dr C Fabray; Mr H Jarret and Cllr B McEldowney.

Environment. Mr Sharp presented a written report.

It was agreed that the Assistant Clerk would circulate a copy with the minutes.

Members discussed the nature of and need for a Landscape Character and Capacity Assessment.

It was agreed that expenditure in the sum of £3,000 be agreed from the relevant budget to commission a Landscape Character and Capacity Assessment. It was noted that external funding may be available for some or all of this expenditure.

It was noted that there were no current plans from either of the other two working groups to incur expenditure. It was noted that there was a potential for the outputs from the Housing and Environment Working Groups to impact on each other.

It was agreed therefore that the two working group leads (Messrs Sharp and Crysell) liaise.

9. To develop a vision statement

Decision required

Dr Fabray circulated a word cloud using text analysis from the Phase 1 consultation as an example of how the working groups could move towards preparing their own vision statement. A list of examples from other neighbourhood plans was also circulated.

It was agreed that each working group would consider what their vision statement should be and forward these to the Assistant Clerk for collation and circulation to all members for comment.

10. Presentation by Paul Crysell on neighbourhood plan policy preparation

With the agreement of the Group, this Agenda Item was considered earlier in the meeting.

11. Progress of Working Groups

With the agreement of the Group, this Agenda Item was considered earlier in the meeting

12. Review of future activity including phase 2 consultation

With the agreement of the Group, this Agenda Item was considered earlier in the meeting

13. To review Steering Group's Terms of Reference

Decision required – copy of existing Terms of Reference attached.

It was agreed that, with the minor changes proposed by the Assistant Clerk, the existing Terms of Reference remain unchanged.

14. To agree a time, date and venue for the next Neighbourhood Plan Steering Group

Decision required

It was agreed that the Steering Group would meet on Wednesday 6th December 2017 at the earlier time of 19:00 hrs in Catshill Village Hall Committee Room.

Working Groups would establish their own meeting dates.

The meeting ended at 21.22hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date