

**NEIGHBOURHOOD PLAN
STEERING GROUP
MINUTES OF MEETING HELD
7pm Wednesday 6th December 2017**

Present Dr Chris Fabray (Chair), Cllr G Blackmoor, Mr P Crysell, Mr P Sharp, Cllr O Sweeting and Cllr N Ward

In attendance Assistant Clerk: J Quinn

1. Chairman's Welcome

Dr Fabray welcomed all to the meeting and drew attention to the key points on the agenda.

2. Apologies for absence

Apologies had been received from Cllrs M Knight and B McEldowney, Mr P Fisher and Ms V Harman.

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

The Assistant Clerk pointed out that *Register of Members Disclosable Pecuniary Interests* forms were still outstanding from Mrs M Andrews, Ms Reid and Mr P Sharp. Also outstanding were *Dispensation Request* forms from Mrs M Andrews and Mr P Sharp. Mr Sharp explained he had previously filled in and submitted these. However the Assistant Clerk had been unable to find them. New forms were issued to Mr Sharp at the end of the meeting.

It was agreed that the formal resolution of the Steering Group needed to confirm dispensation requests would be dealt with at the next meeting.

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 27th September 2017

It was agreed that the minutes of the meeting held on 27th September 2017 were an accurate record.

7. To review Phase 1 Consultation business questionnaires.

A draft of the Business Survey Report had been previously circulated.

It was agreed that this be approved without amendment.

8. To review Project Plan

The Chair referred to the original Project Plan which had now slipped against the original target dates. A draft revised project Plan was circulated and discussed. It was noted that:

- To achieve sign off the phase 2 questionnaire by March 2018 monthly meetings of the Steering Group may be necessary between January and March 2018, especially as it was important for close liaison between the three working groups

- Separate meetings of the working group Chairs during this period may also be necessary
- The publication and distribution of the questionnaire will incur expenditure. This may necessitate the submission of a second grant application.
- The completion of the Landscape Character and Capacity Assessment by March 2018 was critical
- The collation and analysis of the questionnaire returns was likely to be very time consuming as it was expected that the majority of returns would be paper not on-line.
- The results of the phase 2 consultation and the subsequent draft policies to be presented to the Steering group in June 2018

It was agreed that the drafting of the report, that would form the basis of the phase 3 consultation, could commence during phase 2 subject to modification as necessary when the phase 2 results had been analysed.
It was agreed that Dr C Fabray and Mr P Crysell scope the contents of the draft report prior to the next meeting.

9. Progress of Working Groups

Housing.

The group has met three times.

Almost all possible development sites in the parish had been identified, visited, photographed and key points recorded. Constraint information was now needed from the Environment and Infrastructure Working Groups. The drafting of broad policy ideas had commenced.

It was noted that the Government had changed the way in which housing demand numbers are calculated which meant that future housing targets were currently unknown. Therefore planning for 400 dwellings remains the current target. The group would be recommending that housing needs surveys should take place as sites come forward for development.

A draft vision statement had been prepared.

Infrastructure.

The group has met twice with the second meeting attended by Mr M Dunphy (Strategic Planning Manager, Bromsgrove District Council). Mr Dunphy queried the use of the 400 dwellings target. He also stated that there could be community (highway/traffic) benefits from the Perryfields development.

It was noted that a revised traffic modelling of the Perryfields development had now been prepared and would be subject of public consultation in the new year.

Feedback from workshops had been analysed and found that most issues raised were matters beyond the scope of the Neighbourhood Plan, (e.g. speeding traffic).

It was agreed that such issues should be included in the Plan as this could be used in the future as evidence to support relevant activity to address the issue by the relevant authority.

A draft vision statement had been prepared.

Environment.

Mr Sharp presented and circulated a written report.

It was noted that the Chair of the Steering Group, under delegated powers, had authorised the grant application of £3500 for the procurement of the Landscape Character and Capacity Assessment.

A draft vision statement had been prepared.

10. To agree a vision statement

Dr Fabray explained that this is essentially a statement of where the parish wants to be (in planning terms) by 2030. Dr Fabray circulated an example of how a vision statement leads into objectives from which emerge plan policies.

The previously prepared draft vision statements were circulated and discussed.

It was agreed that the vision statement would be:

By 2030 the parish will have sustained and strengthened its community feel through good quality development and community amenities whilst maintaining its distinctive character and environment.

11. To develop Neighbourhood Plan objectives

It was agreed to defer this item.

12. To review future activity and agree Phase 2 consultation questionnaire

Dr Fabray referred to the previously circulated draft document: *Vision. Objectives and Policy Options Consultation Questionnaire*.

The following changes were suggested and discussed:

- Page 1 (introductory and explanatory text) – needs to be shorter, more focused and visually presented with the use of bold headlines
- Page 2, *A Vision for the Parish* – text needs to be inserted explaining the vision statement
- Page 2, *Objectives and Policies relating to Housing* – text needs to be inserted providing some background to housing issues e.g. Local Plan targets. Also a map of potential development sites was thought to be useful.

It was agreed to proceed with the circulated draft subject to the above changes.

13. To note ratification of revised Terms of Reference

It was agreed to defer this item.

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

It was agreed that the Steering Group would meet on Wednesday 31st January 2018 at 19:00 hrs in Catshill Village Hall Committee Room.

The meeting ended at 20.30hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date