

Present Dr Chris Fabray (Chair), Mr P Crysell, Cllr B McEldowney, Cllr M Knight, Mr P Sharp, Cllr O Sweeting, Cllr N Ward

In attendance A Representative of GVA, Assistant Clerk: J Quinn

1. Chairman's Welcome
Dr Fabray welcomed all and explained the structure of the meeting.
2. Apologies for absence
Apologies for absence had been received from Mr P Fisher and Ms V Harman.
3. Declarations of Interest (Members' Code of Conduct)
None
4. To consider members' written requests for dispensation, if requested
None were requested.
5. Adjournment of meeting for Public Question Time

The meeting was adjourned at 19:05, in order to assist the representative of GVA. The Neighbourhood plan progress to date was explained including: consultations so far; documentation available on the Neighbourhood Plan website; the imminent additions to the website in respect of the results of the Level 2 consultation and the reports of the external consultants. There was also reference to the importance of the Neighbourhood Plan preparation process being evidenced based. It was pointed out that, subject to approval later in the meeting, there would probably be a separate consultation with land owners in due course.

The representative asked if the baseline information being used in the preparation of the plan included the SHLAA data. It was explained that the Neighbourhood Plan process had kept that data separate in order to focus on identifying sites that would maintain a cohesive Green Belt boundary.

The representative asked if the Group would be responding to Bromsgrove District Council's Issues and Options Consultation. It was explained that there would be engagement with the Issues and Options Consultation but that any local event would be kept as separate as possible from Neighbourhood Plan consultation activity in order to avoid confusion.

The representative thanked the meeting for the information which she said was most helpful and left at 19:18.

The meeting was reconvened at 19:19

6. Previous Minutes

To consider approval of draft minutes of meeting held on 4th April 2018.

It was agreed that the minutes of the meeting held on 4th April 2018 were an accurate record.

7. To consider results of Phase 2 consultation questionnaire

Draft report previously circulated.

Dr Fabray thanked Mr Crysell and Cllr McEldowney for their assistance in coding and inputting the questionnaire responses.

It was agreed that the draft report be approved without changes.

8. To review impact of revised National Planning Policy Framework on neighbourhood plans

Summary previously circulated

9. To note progress on review of Green Belt by Bromsgrove District Council

To include report back from County Association of Local Councils

It was agreed that the above two agenda items be dealt with together.

The previously circulated summary of the key points of the revised National Planning Policy Framework was noted with particular attention being drawn to the need for Local Authorities to provide housing need figures for neighbourhood plan areas. This had been specifically raised at recent meetings of the County Association of Local Councils where Mr M Dunphy (BDC Strategic Planning Manager) was in attendance. The following key points were noted:

- A housing need figure would come out of the revised District Plan
- The District Plan review process would be a lengthy one and it could be three years before a figure is available
- Despite a view being expressed at the meeting that, in the absence of a figure for neighbourhood plan areas, the preparation of such plans should be put on hold Mr Dunphy advised that neighbourhood plan preparation should continue in a flexible way. He further advised that if neighbourhood plan preparation groups insisted on a figure he could only provide a "100% guess- estimate" and that the basis of providing such a figure would be made clear.

It was noted therefore that, in addition to the above advice, given other relevant factors such as the forthcoming changes to constituency boundaries and the HMA Strategic Growth Study a definitive housing need figure would not be available for a considerable time.

It was agreed that the preparation of the Catshill and North Marlbrook Neighbourhood Plan continues.

It was agreed at this point in the meeting to move to item 13.

13. To review and revise Project Plan

It was noted that the Phase 2 consultation, despite difficulties with the mailing arrangements, had completed within the time frame set out in the Project Plan.

The revised Project Plan, presented by Dr Fabray, comprised the following activities:

- a. Site allocation consultation meeting with landowners – target completion date November 2018.

It was agreed, provisionally, to hold the meeting during week beginning 22nd October.

- b. Organise Phase 3 consultation workshop on draft report – target completion date January 2019
- c. Parish six week consultation - target completion date May 2019
- d. Complete Neighbourhood Plan report final draft - target completion date June 2019
- e. Prepare the required documents for submission to Bromsgrove District Council - target completion date July 2019

It was noted that there would be council elections at parish, district and county levels in May 2019.

It was agreed that lead responsibility for the above activities would be:

- a. Cllr Knight and Mr Sharp
- b. Cllrs McEldowney and Ward
- c. To be determined
- d. Mr Crysell and Dr Fabray
- e. Mr Crysell and Dr Fabray

It was agreed to proceed with the revised Project Plan.

10. To consider draft Neighbourhood Plan Report

Draft previously circulated.

Consideration of the draft Neighbourhood Plan Report concentrated on three sections:

Section 3: The scope of the Neighbourhood Plan

This was agreed subject to the deletion of the first issue, (need for new community facilities)

Section 12: Developing Plan Policies

This was agreed as presented.

Appendix 7 - Sustainability Appraisal of Prospective Housing Sites

This was agreed as presented.

It was agreed to include reference to the Coop store in paragraph 4.3

It was suggested that as the parish was poorly served by transport infrastructure there might be a case for a lower housing target than the current 400 dwellings. It was also suggested that, in the absence of a definitive housing need figure, the existing target of 400 be retained but site development be implemented in a phased manner pending a firm figure from Bromsgrove District Council.

It was agreed that members of the Steering Group would consider the draft report in detail and submit comments, as soon as possible, to Dr Fabray.

Mr Crysell pointed out that access to suitable software was necessary to enable him to include maps of appropriate quality in further editions of the report. Mr Sharp offered to investigate possibilities.

It was agreed that the following reports could now be uploaded on to the Neighbourhood Plan website: results of Phase 2 consultation questionnaire; Landscape Character Assessment and, when complete, Ecology; Flooding and Hydrology.

11. To agree arrangements for publicising draft Neighbourhood Plan report and public workshops

It was agreed that this be dealt with by the relevant lead members as agreed in item 13 above.

It was noted at this point that Mr P Fisher, whilst remaining a member of the Steering group, had resigned from the position of Vice Chair.

12. To consider arrangements for Phase 3 consultation

It was agreed that this be dealt with by the relevant lead members as agreed in item 13 above.

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

It was agreed that the next Steering Group would be on Wednesday 7th November 2018 at 19:00 hrs in Catshill Village Hall Committee Room.

The meeting ended at 21.30hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date