

# NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES OF MEETING HELD 7pm Wednesday 13 February 2019

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

In attendance Assistant Clerk: J Quinn

Cllr O Sweeting joined the meeting at 19:08

1. Chairman's Welcome  
Dr Fabray welcomed everyone to the meeting.
2. Apologies for absence  
None
3. Declarations of Interest (Members' Code of Conduct)  
None
4. To consider members' written requests for dispensation, if requested  
None 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 16th January 2019.  
**It was agreed** that the minutes of the meeting held on 16<sup>th</sup> January 2019 were an accurate record.
7. Neighbourhood Development Plan Steering Group Terms of Reference  
It was noted that the Full Parish Council had ratified, without changes, the revised Terms of Reference. It was also noted that the Parish Council has achieved Foundation status from the Local Council Award Scheme in recognition of its efficiency and effectiveness and its adherence to policy and procedure.

Cllr M Knight raised a point of order in respect of the operation of the Terms of Reference. He pointed out that members of the Steering Group were now working in pairs and not working groups as specified in the Terms of Reference. The Chairman pointed out that the previously established working groups had not been dissolved although they may not be currently meeting. The Assistant Clerk advised that Working Groups were not required to have a specific number nor are they required to have a specific composition in relation to councillors or residents. He observed that it may have been appropriate to designate Councillors McEldowney and Ward and Messrs Crysell and Fabray as working groups (dealing with organisation of consultation workshop and draft neighbourhood plan report respectively).

**It was agreed** that should further changes to the Terms of Reference be considered necessary to address Cllr Knight's concerns that they be dealt with at a meeting of the Full Parish Council when they consider the Steering Group's recommendations for the revised Project Plan.

#### 8. Review of Project Plan

Dr Fabray introduced this item by explaining the background to the recent meeting that he and Mr Crysell had held with Mike Dunphy and Matt Stanczyszyn (Bromsgrove District Council's Strategic Planning Officers), including the note of the meeting that had been previously circulated and the subsequent correspondence between Mr Stanczyszyn and Mr Crysell.

The outcome of the meeting and subsequent correspondence was reviewed and the various options for progressing the Neighbourhood Plan discussed.

**It was agreed** that, of all the options proposed by Bromsgrove District Council, the following course of action would be recommended to the Full Parish Council as the way forward.

That the current plan be reviewed in detail and

- That a more comprehensive approach to site development be adopted
- That independent consultants be appointed (through the free of cost facility provided by Locality)
- That suitable sites for development be identified instead of actually allocating specific sites
- That all evidence based work carried out so far be reviewed in order to identify and fill any gaps
- That the Phase 3 consultation be delayed pending the outcome of the review
- That the above be reported to the next available meeting of the Full Parish Council
- That a further meeting be held with Bromsgrove District Council's Strategic Planning Officers to gain commitment to this revised approach

**It was agreed** to maintain a public profile for the Neighbourhood Plan in order to maintain public interest. It was noted that Dr Fabray had prepared a site pro-forma for collecting and collating, on a site by site basis, evidence in respect of all sites in the neighbourhood Plan area. It was also noted that more evidence was required in respect of traffic movements, especially as this had been identified as a major concern.

#### 9. Neighbourhood Plan Report

Dr Fabray introduced this item by referring to the previous progress made in commenting on the draft and the need to consider, in principle, the proposed policies and community aspiration proposals.

**It was agreed:**

- i) Housing policies: to retain H2, H3, H4 (adding reference to the need for electric car charging points) H5, H6 (noting the possible parking implications) and H7. H1 was not discussed. Consideration also to be given to the introduction of a policy supporting self-build housing.
- ii) Infrastructure policies: to retain IN1 and IN2 and introduce IN3 to address Planning Committee's resolution about the surfacing of areas with impermeable material. Also to introduce new policies to support start-up business units and that consideration be given to identifying an area for commercial development, including start-up units.
- iii) Traffic policies: to retain T1 to T5 inclusive with the addition to T4 of reference to the enhancement of existing paths and cycle routes.
- iv) Employment and retail policies: to retain C1 and C2 (adding reference to particular support be given to retail uses which create daytime footfall). Also that consideration is given to the need for signing/lighting and a fascia design strategy for existing retail areas.
- v) Environment policies: to delete ENV1; retain ENV2 with the addition of a definition of "Green Infrastructure Plan"; retain ENV3 to ENV6 inclusive and add a new policy to designate new green open space(s). Also to review all retained environmental policies to ensure a coordinated approach.

Community aspirations: to retain CA1 and CA2. To agree CA3 in principle only pending further work being carried out on location issues.

11. 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 17<sup>th</sup> April 2019 at 19:00 hrs in Catshill Baptist Church meeting room (subject to availability).

The meeting ended at 20.45hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date