

# NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES OF MEETING HELD 7pm Wednesday 17 July 2019

Present Dr Chris Fabray (Chair), Cllr G Blackmoor, Mr P Crysell, Ms V Harman, Mr I Hooper, Cllr M Knight, Cllr B McEldowney

In attendance Ms H Keilloh, Turley Associates (engaged by Redrow), Assistant Clerk: J Quinn

1. Chairman's Welcome

Dr Fabray welcomed everyone to the meeting and introduced Mr Ian Hooper. Existing members of the group introduced themselves.

2. Apologies for absence

Mr P Fisher, Cllr N Ward,

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

None

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

None requested

5. To elect Chair and Vice Chair

Chair: Cllr Knight proposed Dr Fabray, seconded by Cllr McEldowney. Elected unanimously.

Vice Chair: Cllr Knight proposed Mr Crysell, seconded by Mr Hooper. Elected unanimously.

6. To appoint a lead Councillor

**It was agreed** that Cllr B McEldowney will continue as lead councillor.

7. To review membership of working groups

**It was agreed** that the membership of the working groups is as follows:

Environment: Mr P Sharp (lead); Cllr G Blackmoor; Ms V Harman; Cllr M Knight

Housing: Mr P Crysell (lead); Dr C Fabray; Cllr B McEldowney; Mr H Jarratt

Infrastructure: Cllr N Ward (lead); Mr A Bate; Mr P Fisher; Mr C Homer

Phase 3 Consultation Workshop (yet to meet): Mr P Fisher; Ms V Harman; Cllr B

McEldowney; Cllr N Ward. Lead to be agreed at first meeting.

8. Adjournment of meeting for Public Question Time

Ms Keilloh asked if the results of the audit of potential housing sites to be carried out by consultants would be made public.

Dr Fabray explained the site assessment process and confirmed that the results of the audit would be incorporated in to the draft neighbourhood plan which will be subject to public consultation.

Ms Keilloh asked if any meetings had been held with Bromsgrove District Council with respect to the Local Plan.

Messrs Fabray and Crysell explained that no meetings had been held recently but a further meeting was likely in September and that the Steering Group are committed to liaison with Bromsgrove District Council.

Dr Fabray advised Ms Keilloh that the latest Project Plan for the preparation of the neighbourhood plan was on the website.

Mr P Sharp joined the meeting at 19:25

The meeting was reconvened at 19:27

9. Previous Minutes.

**It was agreed** that the minutes of the meeting held on 1<sup>st</sup> May 2019 were an accurate record.

10. To receive a report on the use of consultants

It was noted that Dr Fabray had submitted an application to Locality for the engagement of consultants to carry out the housing site assessments.

It was noted that, following supportive advice from Locality, an application had also been made for a housing needs assessment. This would be a desk top study taking approximately six weeks to complete. Draft report expected in mid-August.

Dr Fabray reported that he had also asked Locality if the preparation of a design code was possible. He was advised it was but the Steering Group would need to prepare a brief for the consultants explaining what was required.

Mr Sharp reminded the group that the Landscape Character Study had included a built environment review.

11. To receive an update on detailed site assessments

It was noted that Mr P Crysell was meeting the consultant for a joint inspection of all 25 sites on 18<sup>th</sup> July 2019.

12. To receive an update on the Green Infrastructure Strategy

Mr Sharp gave a detailed presentation on the Green Infrastructure Strategy (GIS) which included a definition, baseline information and possible strategic objectives.

Comments made included:

- The need to relate the strategy to housing development sites: in particular the potential for development to contribute to an enhanced green infrastructure
- For the GIS to relate to other (extant or to be developed) policy aims such as pedestrian and cyclist permeability and safe routes to school
- The need to integrate with grey infrastructure
- The need to incorporate relevant design guidelines and therefore a relationship to any design code in the neighbourhood plan
- The need for the GIS, or elsewhere in the neighbourhood plan, to identify, protect and prioritise key spaces and corridors

Dr Fabray reiterated the point that the GIS will be an important part and a major positive element of the neighbourhood plan.

Mr Sharp will send out copies of the presentation to all members of the group and invited comments to be sent to him by the end of July.

**It was agreed** that there was a need to collect evidence in support of the final GIS proposals and that this would be done by the Steering Group assessing the proposals against clear criteria which would then form the basis of public consultation.

It was noted that there was a need to identify the cost implications of preparing illustrative graphics to be included in the final report.

Dr Fabray, on behalf of the group, thanked Mr Sharp for all the work he had done in preparing the draft strategy and the presentation.

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

The meeting ended at 21.12hrs.

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 Chairman, Neighbourhood Plan Steering Group Date