

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES OF MEETING HELD 7pm Wednesday 1May 2019

Present Dr Chris Fabray (Chair), Cllr G Blackmoor, Mr P Crysell, Mr P Fisher, Cllr V Harman, Cllr M Knight,

In attendance Assistant Clerk: J Quinn

1. Chairman's Welcome

Dr Fabray welcomed everyone to the meeting.

2. Apologies for absence

Mr P Sharp, Cllr O Sweeting, 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 suspend membership Term of Reference

This was not necessary as the number of councillors present did not exceed four.

6. Adjournment of meeting for Public Question Time

There were no members of the public present.

Cllr B McEldowney, joined the meeting at 19:08

7. Previous Minutes

To consider approval of draft minutes of meeting held on 13th February 2019.

It was agreed that the minutes of the meeting held on 13th February 2019 were an accurate record.

8. To consider proposal for changes to Terms of Reference

Cllr Knight explained the background to his proposal.

It was agreed that the composition of any further working groups convened by the Steering Group be agreed by the Steering Group in advance.

It was noted that all the existing working groups included at least one councillor.

It was noted that Mr Crysell would ensure that all information obtained in discussions with Bromsgrove District Council's planners and other official agencies will be reported to the Steering Group.

It was not considered necessary to change the existing Terms of Reference.

9. Report of meeting held with Bromsgrove District Council

Cllr McEldowney advised the meeting on the key points of the meeting with particular reference to the fact that the Steering Group were now undertaking a more thorough site assessment leading to the identification, but not allocation, of sites for development and this enhanced process would include the use of consultants.

Mr Crysell, who was also at the meeting, advised that in order to avoid waiting for the outcome of Bromsgrove District Council's green belt review work on the neighbourhood development plan will continue with close liaison with Bromsgrove District Council.

Cllr McEldowney further advised that the meeting with Bromsgrove District Council had been reported to the Full Parish Council.

10. To receive an update on the site assessment process including the use of consultants

In updating the meeting on this Mr P Crysell reviewed the strategic background to the issue of why it was not possible to obtain a housing figure for the parish from Bromsgrove District Council.

The site assessment process was proceeding but now using a more detailed site assessment proforma which applied a comprehensive set of criteria, analysis of which resulted in each criterion being given a "traffic light" designation of green, amber or red. The summation of these giving an overall suitability rating of either; potentially acceptable; potential issues or unacceptable.

It was noted that there were still 15 more sites to assess and when complete the results will be the subject of a further meeting with Bromsgrove District Council with a view to obtaining their endorsement of the process and its outcomes.

Dr Fabray wished to record his praise and thanks to Mr P Crysell and Mr P Sharp for their work. This was supported by the entire group.

Dr Fabray advised that in order to ensure robustness of the site assessment process the results of the above site by site analysis should be reviewed by external consultants provided by the Locality service. He had discussed accessing this free service with the Parish Clerk and she had agreed that it would be appropriate for Dr Fabray to be the contact person for Locality.

It was agreed that Dr Fabray proceeds to apply for the consultancy service.

It was noted that, in response to a concern raised by Cllr Knight on design of new housing, it may be necessary to review the relevant draft Neighbourhood Development Plan policies.

11. To receive an update on the Green Infrastructure Strategy

Dr Fabray reported, on behalf of Mr P Sharp, progress by the Environment Working Group on the preparation of a Green Infrastructure Strategy which will ultimately form an important part of the Neighbourhood Development Plan. A survey and appraisal walk had been undertaken by the group for the southern half of the parish. A map was circulated showing existing green assets such as watercourses and possible locations for footpath improvements, including new linkages, and new green spaces.

It was noted that a further survey and appraisal walk was to take place for the northern half of the parish and that it was important to ensure this included the North Marlbrook area.

It was noted that it was proposed to include the National Planning Policy Framework criteria for green spaces in the draft neighbourhood plan.

It was agreed that the Environment Working Group be asked to prepare, as part of the strategy, the necessary evidence for their proposals.

12. Review of Project Plan

Dr Fabray explained the good progress that had been made in achieving the tasks to date and explained that it was now necessary to set a date for the Phase 3 consultation. The critical tasks remaining up to submission of the Plan to Bromsgrove District Council were reviewed.

It was noted that some of these were not in the control of the Steering Group in respect of completion dates.

It was agreed that the Steering Group should aim to hold the Phase 3 consultation workshop in Spring 2020.

It was agreed that Cllr V Harman and Mr P Fisher be appointed to join Cllrs McEldowney and Ward on the Consultation Workshop Working Group.

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 17th July 2019 at 19:00 hrs in Catshill Baptist Church meeting room (subject to availability).

The meeting ended at 20.35hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date