

**NEIGHBOURHOOD PLAN
STEERING GROUP**
MINUTES OF MEETING HELD
7pm Wednesday 31st January 2018

Present Dr Chris Fabray (Chair), Mr P Crysell, B McEldowney, Mr P Fisher, Cllr M Knight,
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.
2. Apologies for absence
Apologies had been received from Cllr G Blackmoor and 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 and Ms Reid.
4. To consider members' written requests for dispensation, if requested
None were requested.
The Assistant Clerk pointed out that *Dispensation Request* forms were still outstanding from Mrs M Andrews and Mr P Sharp. Mr Sharp stated that this would be completed and signed after the meeting.
It was noted that all other members of the Group had submitted *Dispensation Requests*.
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 6th December 2017.
It was agreed that the minutes of the meeting held on 6th December 2017 were an accurate record.
7. Bromsgrove District Council site allocations
Dr Fabray explained that Bromsgrove District Council had planned for 7,000 new homes by 2030 of which 4,700 had either been built or had sites allocated. This included 1,300 at Perryfields. This left 2,300 to be allocated to sites in the six main settlements of which Catshill and North Marlbrook (C & NM) was one. If these were allocated equally amongst the main settlements there would be a requirement of around 400 dwellings for C & NM. It was noted that should there be any reduction in the new of dwellings approved for the Perryfields site this could result

in an increase for C & NM. He further explained that site allocations would also be affected by BDC's Green Belt Review which was commencing in May/June 2018.

8. Criteria for allocation of sites in a Neighbourhood Plan

Mr Crysell explained that Government guidance required that site allocations must be made in accordance with defined criteria, namely:

- Suitability – this would be determined by the application of local factors both specific constraints such as flooding and more general factors such as affect on landscape and access to facilities. Some of these may be produced by the Landscape Capacity Study currently under way.
- Availability – this depends on the landowners willingness to sell their land for development. This means that when sites have been identified the relevant owners will need to be found and approached
- Economically viable – residential value is significantly higher than agricultural but actual value may be affected by house types and density.

Allocated sites must be deliverable within a five year period and the decision to identify them for development must be evidence based.

Mr Crysell recommended that landowners be approached before the publication of the Phase 2 Questionnaire. It was noted that this would affect the Project Plan.

In response to a question about density Mr Crysell stated that density would vary from site to site depending on house types but overall a density of around 30 dwellings/hectare should be aimed for.

It was noted that there was very little scope for brownfield development within the Parish.

9. To develop Neighbourhood Plan objectives

Mr Crysell circulated a paper setting out the housing objectives, planning options and community projects prepared by the Housing Working Group. In respect of objective5, (design), he pointed out that BDC had just launched a consultation on a new draft Supplementary Planning Document on design. It was noted that this would be considered by the Parish Council's Planning Committee at their meeting on 15th February. He explained that planning option 5 would help protect any unallocated sites within the Green Belt. He further explained that the implementation of community projects could be assisted by developer contributions. It was noted that the Housing Working Group were currently drafting ten housing policies. Dr Fabray asked the other two Working Groups to bring forward their draft policies as soon as possible.

10. To agree Phase 2 consultation questionnaire

Draft 5 previously circulated.

Dr Fabray introduced and explained the document especially its importance in the Neighbourhood Plan making process and the fact that it is at this stage that local residents and landowners will become aware of site allocations. The circulated document comprised four sheets of A4, anything bigger was considered likely to deter interest.

The draft questionnaire was discussed and the following amendments suggested:

Page 1 – reference to cash prize raffle made more prominent

Page 4 – parish boundary to be included on site allocations map and consideration be given to removing green shading from Likert boxes

Overall: consider use of alternative colours and need to include a mechanism to prevent duplicated submissions.

It was agreed that the text format needed redrafting to make use of bullet points. Messrs Crysell and Sharp to progress.

The Chair pointed out that the inclusion of free text comments boxes would mean there was a need to précis these responses in a coordinated way in order to assist analysis.

It was agreed that further comments be submitted to Dr Fabray within two weeks.

11. Mail distribution of Phase 2 Questionnaire

The questionnaire has to be delivered to all 3,000 households within the parish. Each would mailing would comprise: covering letter; questionnaire and postage paid return envelope. It was noted that Dr Fabray and Cllr McEldowney were meeting Rachel Bennett of BDC to discuss the use of their Post Room facilities.

It was suggested that the envelope containing the mailing looked official in some way so as to minimize recipients discarding as junk mail. It was also suggested that consideration be given to including the mailing in the March edition of the Parish Magazine.

It was noted that the timing of this distribution, which was likely to be expensive, be carefully coordinated with the submission of the next Neighbourhood Plan grant application so as to avoid cash-flow problems for the Parish Council.

12. Progress of Working Groups

Housing

Most of the recent work of the group had been reported in items 8 and 9 above. The results of the Landscape Capacity Study were currently awaited following which work would then progress on site allocation.

Environment

- Two meetings had been held since the last Steering group meeting
- Footpath and flooding reports completed
- Landscape Capacity Study had commenced and initial meeting held with consultants, results had been delayed and were now expected on 9th February
- Work was proceeding on the preparation of policies and objectives
- A map of the historical growth of the Parish had been prepared

It was noted that the consultants wanted a meeting to present their draft report.

It was agreed that the meeting includes all members of the Steering Group and that Cllr Sweeting and Mr Sharp arrange.

Infrastructure.

- Last meeting was held in early December
- Work was proceeding on a base line of facilities
- The next meeting was scheduled for 14th February which would deal with the development of objectives and policies

13. To note ratification of revised Terms of Reference

It was noted that these had been agreed by the Full Parish Council.

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

It was agreed that there be no meeting of the Steering group in February but a meeting of the three Working Group leads takes place to coordinate progress. Mr Crysell to convene.

It was agreed that the next Steering Group would be on Wednesday 4th April 2018 at 19:00 hrs in Catshill Village Hall Committee Room.

The meeting ended at 20.35hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date