

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING HELD 7pm Wednesday 4th December 2019

Present Dr Chris Fabray (Chair), Mr P Crysell, Mr P Fisher, Cllr I Hooper, Mr P Sharp

In attendance Cllr J Alderson, Assistant Clerk: J Quinn

1. Chairman's Welcome
Dr Fabray welcomed everyone to the meeting and introduced Cllr Jackie Alderson.
2. Apologies for absence
Cllr B McEldowney
3. Declarations of Interest (Members' Code of Conduct)
None
4. To consider members' written requests for dispensation, if requested
None received.
5. To consider the co-option of Cllr J Alderson as a member of the Steering Group
The co-option of Cllr J Alderson was proposed by Mr P Sharp and seconded by Mr P Crysell and was agreed unanimously.
6. To appoint a Lead Councillor
The Assistant Clerk explained that Cllr McEldowney was standing down as lead councillor but would continue to attend in his *ex officio* capacity as Chairman of the Parish Council.
It was agreed that Cllr J Alderson be appointed as lead councillor.
Dr Fabray explained that it was important, for continuity reasons, that Cllr McEldowney continues to attend the joint meetings with Bromsgrove District Council's planners as a Parish Council representative.
7. Adjournment of meeting for Public Question Time
There were no members of the public present.
8. Previous Minutes.
It was agreed that the minutes of the meeting held on 4th September 2019 were an accurate record.
9. To resolve to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted
The resolution was proposed by Cllr I Hooper and seconded by Mr P Crysell.
It was agreed that the meeting be closed to the public from this point in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted

10. To receive an update on the ACOM: Design Code; Site Assessment and HNA reports

Site Assessment Report

Mr P Crysell summarised the key findings of the report drawing particular attention to the revised housing requirement figure of 259 dwellings (as stated in the Housing Needs Assessment report) and the differing conclusions with the Steering Group's assessment in respect of seven sites.

It was noted that the AECOM report had not factored in green belt or traffic generation issues. This latter point was considered particularly pertinent in view of the major developments proposed at Perryfields and Whitford Road in Bromsgrove.

Cllr Blackmoor joined the meeting at 19:55.

Cllr Alderson raised concerns about encroachment onto green belt land. Mr P Crysell explained that the Neighbourhood Development Plan (NDP) aims to control the loss of green belt land to development within the parish up to 2030 but pointed out that Bromsgrove District Council's review was now looking to 2040.

Cllr Alderson asked about the sustainability of sites. Mr P Crysell advised that all the Catshill sites met the National Planning Framework's sustainability criteria with the exception of the North Marlbrook sites.

It was noted that the local District Councillors may not be fully aware of the latest progress in the preparation of the Neighbourhood Development Plan.

It was agreed, after considerable discussion, that Dr Fabray and Mr Crysell would draft and send a letter to AECOM itemising the concerns of the Steering Group and that Dr Fabray would contact the local District Councillors.

Housing Needs Assessment report

It was noted that the housing requirement figure was 259 dwellings.

It was agreed that there were issues requiring further discussion with AECOM in respect of affordable housing, dwelling sizes and population age profile.

Design Code Report

It was noted that the first draft had only been received that day.

It was agreed that Dr Fabray contact AECOM to ensure that the following topics be included in the final report: landscaping; new housing sites; infill/windfall sites; residential extensions/alterations and signage/shop front designs in retail areas.

11. To receive an update on the Green Infrastructure Strategy

Mr P Sharp provided an update on the preparation of the strategy.

It was noted that a questionnaire had been included in the Autumn Parish Council News Magazine and to date 106 responses had been received but a minimum of 200 were required in order to be statistically significant. In response to a question Dr Fabray advised that all responses need to be received by the end of January 2020.

It was noted that, in order to progress the strategy, the following information was required: green space land ownership details; identification of local clubs or other organisations that could help or support progressing the strategy and a photographic record of all existing formal green spaces.

It was agreed that Cllr Hooper would take the photographs necessary for the record of existing formal green spaces.

12. To receive an update on the preparation of the Draft Neighbourhood Plan Report

14. Review of Project Plan

It was agreed that items 12 and 14 be combined.

It was noted that the NDP report was still being drafted and that Messrs Fabray and Crysell were meeting next week to progress the drafting.

It was agreed that Cllr Alderson prepares draft wording for the policy in respect of identifying sites with potential for development.

It was agreed that the revised Project Plan comprises:

Draft NDP report to Steering Group - January 2020

Steering Group approval of final draft – February 2020

Parish Council approval of final draft NDP – March 2020

Printing of final draft – April 2020

Six week consultation – May/June 2020

13. To receive an update from the Phase 3 Consultation Working Group

Dr Fabray circulated a document setting out components of the six week consultation process and reminded the meeting of the layout used for previous NDP consultation workshops held in the Village Hall.

It was agreed that Cllr Alderson take on the lead of the Phase 3 Consultation Working Group.

15. To agree a time, date and venue for the next meeting

It was agreed that the next meeting be held on 22nd January 2020 at 7pm in Catshill Baptist Church (subject to availability).

The meeting closed at 21:30 hrs

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Chairman, Neighbourhood Plan Steering Group

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Date