

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES OF MEETING HELD 7pm Wednesday 22nd January 2020

Present Dr Chris Fabray (Chair), Cllr J Alderson, Cllr G Blackmoor, Mr P Crysell, Cllr B McEldowney

In attendance, Assistant Clerk: J Quinn

1. Chairman's Welcome

Dr Fabray welcomed everyone to the meeting. In his introductory comments he also informed the meeting of the new Neighbourhood Plan website which included the facility for posting blogs. He also commented on the work hours being carried out by Messrs Crysell, Sharp and himself and that this probably equated, in employment terms, to 1.5 persons.

2. Apologies for absence

Mr P Fisher, Cllr I Hooper and Mr P Sharp

Dr Fabray expressed concern about the number of absences of Cllr Ward. It was noted that, including tonight, Cllr Ward had been absent for six of the last seven meetings.

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

None

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

None received.

5. Adjournment of meeting for Public Question Time

There were no members of the public present.

6. Previous Minutes.

It was agreed that the minutes of the meeting held on 4th December 2019 were an accurate record.

7. Neighbourhood Planning Regulations 2012 - role of Parish Council

A document setting out the regulations had been previously circulated.

It was noted that these regulations set out the responsibilities of the qualifying body and other parties. Dr Fabray pointed out that the qualifying body was the Parish Council which delegated preparation of the Neighbourhood Plan to the Steering Group but soon the Parish Council would become directly responsible for certain actions required by the regulations. It was also necessary for the Parish Council to decide on specific related responsibilities such as the signing of correspondence.

Regulation 14

It was noted that the six-week consultation period would most likely be in May/June. It was also noted that the regulations require specific bodies to be consulted at this stage.

Regulation 15

It was noted that prior to submitting a plan proposal to Bromsgrove District Council it may be necessary for the Parish Council to hold some extraordinary meetings to deal with the requirements of the regulations up to and including approval of the draft neighbourhood plan.

Regulation 16

It was noted that this was a Bromsgrove District Council responsibility, but the parish council would be able to comment on any representations made.

Regulation 17

It was noted that this stage could involve the parish council should the examiner write to the Qualifying Body seeking clarification on elements of the neighbourhood plan.

Regulation 18

It was noted that this may involve the parish council if alterations to the plan are required.

Regulations 19 and 20

It was noted these apply after the referendum has been held. The referendum is organised by Bromsgrove District Council.

It was noted that, given the amount of work required during 2020, there was a need for greater involvement of the parish council and possibly the need for specific training.

8. 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 Alderson and seconded by Cllr McEldowney.

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

9. To receive an update on the AECOM: Design Code and Site Assessment reports

Design Code Report

It was noted that the final version had not been received.

Site Assessment Report

A plan showing the final ratings given by AECOM for each of the sites was circulated. It was noted that although AECOM had now considered the issues raised by the Steering Group concerning certain sites there were still a few differences between AECOM's and the Steering Group's assessments. It was noted that both assessments would be included in the evidence base. It was also noted that the AECOM report had not factored in green belt or traffic generation issues.

10. To receive an update on the Green Infrastructure Strategy

A copy of the latest draft and a summary of the public footpaths questionnaire had been previously circulated.

In the absence of Mr P Sharp Dr Fabray spoke to this item.

It was noted that:

- the draft strategy was close to completion
- 121 questionnaires had been returned but more were required to achieve statistical validity
- That elements of the questionnaire could have been clearer and that it may be better for future distributions to be separate from the parish magazine

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

It was noted that the group had not met.

Cllr Alderson suggested that the appearance of and language used in the draft report should be considered in relation to community engagement. Further that the consultation activity will be influenced by the nature of the draft report.

Cllr Alderson also expressed concern about a possible low knowledge base amongst members of the Parish Council.

It was agreed that Dr Fabray should give a presentation to the Full Parish Council, if possible at the next meeting.

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

It was agreed that Cllr Alderson would organise suitable photographs including people for inclusion in the report and arrange for appropriate design input in respect of the overall format of the document.

12a) Sections 1 and 2

It was agreed to have a separate simple summary document to be published alongside the report. Cllr Alderson to lead on design and drafting.

It was agreed to include comments received during the consultation phases.

The document was agreed with amendments.

12b) Policies

Mr Crysell spoke to this item.

It was noted that some key Bromsgrove Local Plan policies were missing from the AECOM list.

It was noted that the inclusion of a policy on climate change needs to be considered.

The document was agreed without amendments.

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

It was agreed that the next meeting be held on 26th February 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