

**NEIGHBOURHOOD DEVELOPMENT  
PLAN STEERING GROUP**  
MINUTES OF MEETING HELD  
7pm Wednesday 26th February 2020

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

In attendance, Assistant Clerk: J Quinn

Meeting commenced at 19:05

1. Chairman's Welcome

Dr Fabray welcomed everyone and explained the main purpose of the meeting was agenda item 11 namely, to consider and decide whether to approve the draft Neighbourhood Plan Report. Mr Crysell was thanked for the considerable amount of work he has done in preparing the report.

The meeting was informed of the resignation of Cllr N Ward from the Steering Group.

2. Apologies for absence

Mr P Fisher

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 21<sup>st</sup> January 2020 were an accurate record.

7. 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

No resolution proposed as no members of the public present.

8. To receive an update on the AECOM: Design Code report

It was noted that the revised version, whilst containing some errors, was much improved on the previous version.

**It was agreed:**

- That a policy be included on shop front design
- That there was a need to check the policies in the draft Neighbourhood Plan Report against the Design Code e.g. domestic extensions

- That Dr Fabray and Mr P Crysell prepare a draft final version and circulate for approval
9. To receive an update on the Green Infrastructure Strategy  
**It was agreed** that there was a need to precisely define the boundaries of designated areas and that it was also necessary to write to all landowners of such areas.  
 It was noted that 121 questionnaires had been received so far but that 200 were needed to achieve a confidence level of 5%.  
**It was agreed** that the questionnaires would form part of the Phase 3 consultation activity and that Ms V Harman and Cllr I Hooper would promote further take up around the parish.  
 It was noted that there may be a need to show environmental corridors indicatively, possibly by zoning.
10. To receive an update from the Phase 3 Consultation Working Group  
 Cllr Alderson reported that whilst much of the methodology and equipment used in previous consultation phases could be used there was a need to extend publicity and engagement methods. In particular the use of social media.  
**It was agreed:**
- That Cllr Alderson carries out a trawl of existing local Facebook pages.
  - That a simple summary version of the draft neighbourhood plan be produced
  - That Cllr Alderson provides design input to both the draft report and the summary version
  - That the Baptist Church was a better venue than the Village Hall for the consultation workshop
  - That there was a need to keep a log of visitors to the workshop
- It was noted that, for those members without them, ID tags would be needed for those carrying out neighbourhood plan activities involving contact with the public. ID tags are arranged by the Parish Clerk.  
 It was noted that commencing the six-week consultation in mid to late May was feasible providing the Neighbourhood Plan Report was approved by the Full Parish Council in March.
11. To receive an update on the preparation of the Draft Neighbourhood Plan Report  
 Dr Fabray presented this item by way of a Power Point presentation covering the following topics:
- Background to the plan
  - Plan process
  - Activities to date including previous consultations
  - Identified issues
  - Agreed vision
  - Need for evidence base
  - Site assessment process
  - Bromsgrove District Council context
  - Traffic issues
  - AECOM studies
  - Community actions and
  - Tasks remaining to completion
- It was agreed:**
- That the environmental policies be reviewed to include references to wildlife and ecology.
  - That the target date for the referendum be May 2021 to coincide with the Worcester County Council election

- That a policy on climate change be included

Dr Fabray circulated, for information, a list of appendices which will form the evidence base. It was noted that the agreed additions, (draft final Design Code report, shop front design policy, wildlife & ecology references, climate change policy and outstanding text in section 8.9) would be circulated to Steering Group members for approval.

**It was agreed** that the draft Neighbourhood Plan be approved in principle and that subject to approval of above inclusions be presented to the Full Parish Council at an extraordinary meeting to be held on 18<sup>th</sup> March.

12. Review of Project Plan

**It was agreed** that the existing project plan remains unchanged with the exception of including a consultation meeting with Bromsgrove District Council officers between Full Parish Council approval and commencement of the six-week consultation.

**It was agreed** that it was important to involve all District Councillors in the parish in the meeting on 18<sup>th</sup> March.

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

**It was agreed** that the next meeting be held on 25<sup>th</sup> March 2020 at 7pm in Catshill Baptist Church.

The meeting closed at 21:05 hrs

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Chairman, Neighbourhood Plan Steering Group

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Date