

MINUTES of a meeting held at **7.30 pm on 15th March 2016****Venue:** 7 Ragley Road, Harvington**Present:**

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| Chris Haynes | Chairman |
| Gill Smith | Local Facilities and Leisure Group |
| Jenny Gray | Local Facilities and Leisure Group |
| John Colebrook | Parish Council and Business Group |
| Jenny Cocks | Housing Group |
| Les Hancock | Transport |
| Kathy Haynes | Admin and PR |
| Clive Allen | |
| Maureen Hall | Secretary, Parish Council and Environment Group |

Apologies: Apologies were received from Chris Rushworth

1. **The Minutes of the last meeting** were approved and signed by the Chairman

2. **Matters Arising:**

There were no matters arising, but the Chairman welcomed Les Hancock, who will in future be representing the Transport Group, and Jenny Cocks, who will be standing in for Chris Rushworth during his temporary absence on business.

3. **Chairman's Report**

Chris Haynes summarised current progress against the Project Plan.

- The Business Report had been completed.
- It was noted that the timing of the Sustainability Report in the Project Plan would need to be changed, as this should be undertaken, if required, at the stage when Wychavon District Council became involved in the Plan process.
- All Groups should be looking at the options available to them in producing their Policy Statements. Options should be backed up by evidence – e.g. from the Survey or Village Plan and Design Statement, SWDP etc. The SWDP should be published shortly in a readable form, and this should be used to back up our Village Policies.
- It was noted that the Housing Group would have most options to consider, and a lengthy discussion took place as to how they should approach this. Factors such as the possible stepped expansion of the settlement boundary line, infilling, and a possible Rural Expansion Site were considered. It was felt that specifying the density of housing in any new housing scheme would help to protect the village from over-development.
- The discussion indicated the urgent need for a Housing Survey to be carried out. The Chairman would be attending the next meeting of the Housing Group (to take place the following evening, 16th March), at which the appointment of a Consultant to oversee this would be discussed.
- It was noted that Public Open Spaces were being dealt with by the Local Facilities and Leisure Group, and that responsibility for Community Assets had been taken over by the Parish Council.

- The Chairman there concluded his report, and confirmed that all matters were still on target against the Project Plan.

4. Reports from the Working Groups

a) Housing: Jenny Cocks reported that, although they had not met for a few weeks, they had produced a number of questions to be discussed at the next meeting on the following evening, at which the Chairman would be present. It was agreed that these would be addressed, and a Consultant for the Housing Survey would be approved at that meeting.

b) Local Facilities: Jenny Gray reported that considerable survey work had been undertaken, including a letter to the School Governors requesting information concerning future development plans for the school. This was due to be discussed at the Governors' meeting next week. In addition the Group had delivered 389 leaflets to the Leys Road side of the village, requesting feedback on a possible additional village hall on that side of the village; had manned the bus stops handing out leaflets to the teenagers concerning local facilities for their age group, and had been delighted with the response from the young people; and were planning to attend the forthcoming Parents' Evenings at the school to collect responses concerning the need for additional play spaces within the village. They expected to have all information back by the end of April, at which stage they would be in a position to draft their policy statements.

c) Transport: Les Hancock reported that he had prepared a draft for the final document using the information from the Survey, and he is also looking at the South Worcestershire Transport Plan. One thing which had been highlighted by the Survey Results is the complete dependence on private transport, which raises an issue concerning sustainability. People would like to see public transport links expanded, and a later last 'bus service from Evesham in the evenings. It was decided that further feedback was needed from the village concerning transport issues, and the Chairman pointed out that the opportunity to do this would be at the Spring consultation event. It was also possible to send out another survey by e-mail to those who had already responded and were therefore on the e-mail list. Discussion also took place on the issue of cycle paths, and Les undertook to contact the Evesham Cycling Group to discuss this with them.

d) Environment: Maureen Hall reported that the Group had not met for some time. Their draft policy statements had already been submitted, but needed to be backed up by evidence, and she was looking into hydrology issues to see if the SWDP had enough information for our Plan, or whether we needed an independent report. It was noted that the work already carried out by Severn Trent had not completely rectified the issues of flooding in the Leys Road area, and concern was raised over the loss of top soil from the land where drainage was insufficient. MH reported that this would be raised at the next Environment Group meeting, to be held before the end of March, and she would have more to report at the April meeting of the Steering Group.

e) Business: John Colebrook reported that about 71 businesses had been identified within the Parish Area, and about 30% had responded to the Business Survey. The data from this was in process of being analysed, but it had so far highlighted that businesses were unhappy with village broadband service; transport links; energy; planning and waste disposal. He is planning to compare the results with Census data. Good progress had been made by this group, who were now in the process of producing their draft policies.

5. Budgets and Finances

The Chairman reported that all was well in this regard. If any members of the Steering Group have expenses they wish to claim, could they please send these direct to Andy Tooth, preferably with receipts where possible. If, however, it is a large item of expenditure, would they please check with the Chairman before committing themselves to it.

6. Appointment of Consultant re. The Housing Study

This was to be discussed at the meeting of the Housing Group on 16th March. John Colebrook suggested that the Royal Town Planning Institute will have a list of the local professionals in this area, but it was also suggested that the company who produced the Chaddesley Corbett Report were spoken very highly of, and already had experience with Neighbourhood Planning requirements. It was agreed that the maximum budget for this Study was £4000.00 (Four thousand pounds).

7. Plans and Dates for Village Consultation Event

After discussion it was agreed that the Village Fete on 11th June should be used as a promotional opportunity for the main Consultation event to be held in the Village Hall the following week, 18th June.

8. Content of Neighbourhood Plan Marquee at Village Fete

It was agreed that each of the Working Groups would produce a small presentation, just for information.

9. Gladman's Planning Application

A brief discussion took place as to whether or not the Steering Group should respond to the second Gladman application for Outline Planning Permission to build on the Ellenden fields. It was decided that this should be done, as the Steering Group were in a position to give the factual feedback from the Neighbourhood Plan Survey. Chris Haynes therefore undertook to draft a response and circulate it to all Steering Group members the following day.

10. Discussions with Land Owners, Rooftop etc.

It was felt that, as we have not yet had the Housing Needs Survey carried out, it would be too early to start discussions with these other groups.

11. Any Other Business

The Annual Parish Meeting is due to be held on 8th April, at which the Neighbourhood Plan would be represented by the Chairman, with other members of the Steering Group available as 'back up' should this be required.

12. Date of Next Meeting

The next meeting was arranged for Thursday, 14th April, to be held at The Barn, Shakespeare Lane. The May meeting was arranged for Thursday, 12th May, venue to be agreed.