

MINUTES of a meeting held at **7.30 pm on 30 Sept 2016****Venue:** The John Redman Room, Harvington Village Hall**Present:**

Chris Haynes	Chairman
Kathy Haynes	Admin and PR
Jenny Cox	Housing Group
Gill Smith	Local Facilities and Leisure Group
Clive Allen	
Maureen Hall	Secretary, Parish Council and Environment Group

Apologies: Apologies were received from John Colebrook; Les Hancock and Chris Rushworth

1. **The Minutes of the last meeting** were approved and signed by the Chairman
2. **Heritage Survey:** Chris Haynes reported that he had been in touch with the Worcestershire Archaeology Service to request updated information concerning the Survey. The 'Tool Kits' were still in progress, but had been sent off for final editing. He also noted that the "Buildings in the Historic Environment Record in Harvington" shows only the listed buildings and English Heritage sites. On the training day Jack had therefore suggested that we undertake two projects: i) Street views and Landscape views; ii) Building records. It was noted, however, that none of this is relevant for the Neighbourhood Plan, and it was agreed to put the matter on hold for the time being.

Mo Hall then reported back on the Heritage Survey meeting that had been held in the Village Hall on 21st September. About ten people had attended to debate how we should approach this project. It had been decided to divide the village into sections and assign a team to record the relevant information for each section. Julian Rawes offered to take a large scale map and take sectional photographs which Chris and Kathy could then print out for each team. (Chris reported that this had been done, and produced draft copies at different scales. A suitable sized map was decided on). Mo then reported that five teams had been set up already, and Gill Cocks, who had been unable to attend the Heritage survey meeting, offered to make up another one with, if she were willing, Joyce White. It was agreed that each team would produce two or three photographs of their area with a bullet pointed text describing it and giving the relevant information. This would be included in the Neighbourhood Plan.

The Steering Group felt that, at the moment, it was important to concentrate on the views, distinctive landmarks and natural features in and around the Parish. It was felt that a Guideline for the teams would be useful, and that the expanded Environment and Heritage Group should meet again to agree amongst themselves which area each team will cover. CH undertook to produce black and white maps for each team to work with, and Kathy agreed to produce the 'Guideline' and the Symbol sheets to distribute at that meeting.

3. Housing Group Report

Jenny Cocks reported that they had had a very productive meeting at which they had worked out a structure for producing the Policy Document for the Neighbourhood Plan. All of their policy ideas concerning things such as type of housing, number, density etc., will be based on the data received from the Housing Survey, and will be referenced back to the South Worcestershire Development Plan. However, although they have agreed the way forward, it will not be possible to continue further until November, due to several Group Members having other commitments.

It was agreed that copies of the two Housing Survey Analysis Reports should be sent to the Housing Officer, and Chris Haynes undertook to discuss with him the matter of the discrepancy between Wychavon's assessment of Harvington's housing need and the data that had been produced by the Housing Survey.

Jenny Cox undertook to contact Rooftop Housing Association to discuss social housing needs. The matter of flooding and the need for an independent hydrology report was discussed again, but Clive Allen pointed out that the Environment and Heritage Group had looked at this in some detail, and had decided that, as it was now a legal requirement for all developers to undertake such a survey as part of their Planning Applications, it would not be necessary for us to become involved in what is a very complex subject.

4. Timetable for the next two to three months

Chris Haynes reported that, having checked back against our original Project Plan, we were not far off targets, and he felt that there was therefore no need for any revision.

5. Any Other Business

a) Chris had found a useful document produced by 'Locality' and entitled 'Writing Planning Policies'. He would send out the link to this to the rest of the Steering Group. He also pointed out that the original Village Plan document had an abundance of useful information in it which could be drawn on for both the Neighbourhood Plan and the Heritage Survey, and that there were plenty of CDs of this available for anyone who would like one.

b) Mo Hall was asked to produce a full list of all activities and events where the Steering and Working Groups had interacted with the village residents.

6. Date of Next Meeting: 7.30 pm., Tuesday, 1st November in the John Redman Room, Harvington Village Hall.