

MINUTES of a meeting held at 7.30 pm on Monday, 13th March 2017**Venue:** Bank House, Stratford Road, Harvington**Present:**

Chris Haynes	Chairman
Gill Smith	Local Facilities and Leisure Group (standing in for Jenny Grey)
John Colebrook	Parish Council and Business Group
Chris Rushworth	Housing Group
Kathy Haynes	Admin and PR
Maureen Hall	Secretary, Parish Council and Environment Group

Apologies: Apologies were received from Les Hancock and Clive Allen**1. The Minutes of the last meeting** were approved and signed by the Chairman.**2. Matters Arising:**

Item 4 of Minutes of 16th February – Draft Neighbourhood Plan. **CH** reported that, following further discussions with Wychavon DC, the layout of the Plan has been revised to follow a more logical pattern, and that some items needed revision. (See Item 3.6 below).

3. Chairman's Report

- i. CH reported that a paragraph had appeared in the Village News requesting information regarding local green spaces.
- ii. The Toolkit has now been produced and distributed to the volunteers, and feedback from this should be in by 17th April.
- iii. MH was reminded that a list of dates for all Parish Consultations that had taken place so far was required, and she undertook to provide this by the next meeting.
- iv. It was noted that cycle path suggestions still need to be mapped. The official routes have already been mapped, but we need to add 'branch lines' where required.
- v. CH will be re-sending the amended draft Neighbourhood Plan, together with the suggested development site and green space allocations, to the Parish Council for consideration at their next meeting in May.
- vi. Following a meeting with Andy Ford of Wychavon DC., the document has now been divided into two sections: The Neighbourhood Plan itself, and the Basic Conditions. The former provides the Policies text with photographs and reasoning; the latter the evidence to support the Policies. Andy had also given valuable feedback on the Plan's contents, and some revisions will have to be made by the Working Groups. (See Draft 2 of the Plan circulated to members prior to the meeting).
- vii. With regard to timescale, we are currently on track for a referendum in May 2018.

4. Timing and Use of Consultant

After some discussion it was decided that

- i. the Steering Group should meet in **July** to approve the final draft, which would be published in **August** for the Parish Council to approve at their **September** meeting. It would then go to Wychavon for their ix week consultation period.

- ii. A pre-inspection 'Health Check' should be done in parallel with the Parish Council consultation period.
- iii. The Street Scene material should be written by by the end of April.
- iv. CH suggested that a letter should now be sent to local farmers, to ask about their requirements for wind generators etc. (This would also count as a 'Consultation with Stakeholders').

4. Local Green Spaces

- i. CH presented a document showing what the planners would look for when designating 'green spaces'. Such areas need to be close to the village, and used regularly by the parishioners. The Riverbank area is unlikely to be allowed, as it does not meet this criteria.
- ii. Wychavon DC could provide us with an environmental survey for these areas at a cost of £3000, but we cannot include wildlife areas as 'green spaces': the criteria only specifies use by villagers.
- iii. CH had produced a chart showing the local green spaces identified so far, with the reasonings behind why these should be identified as 'local green spaces', and KH had produced a set of forms for Steering Group members to use when interviewing people to gather evidence as to which of these spaces are valued by the community.

6. Proposed Document Structure

The basic document will be divided into three sections: the main textual document; the basic conditions document; and a Planning Policy document containing the Policies, and the evidence to back them.

It was felt that the basic conditions outlined in the Plan should be kept to a minimum, and should concentrate on demonstrating that we have met the requirements of the SWDP and NPPF legislation.

7. Review of Draft Policies and Draft Neighbourhood Plan

The Committee reviewed the Policies produced by the Working Groups, together with the comments made by the Wychavon Planners. It was pointed out that the 'Development Boundary' is a fixed entity, and that no building will be permitted beyond it. It was suggested that the Parish Council be asked to keep a record of houses built in the village to check against the SWDP allocation. It is believed that we have currently met and exceeded this allocation.

8. Consultant

- It was agreed that the Working Groups need to amend their parts of the document and resubmit to CH when done. CH will then contact Neal Pearce to ask him to look at the draft Plan.
- The Terms of Reference were considered by the Steering Group and some amendments were suggested regarding payment and tasks, as well as the need to specify the expected outputs. We are looking to produce a document which will withstand the scrutiny of the Statutory Consultations. In addition, there may be queries arising from the Consultation process, and it was felt that Mr. Pearce's brief should include for further advice which may be required at this stage.

- It was agreed that CH would produce a revised copy of the Terms of Reference, to be circulated to the Steering Group.
- CR asked whether we should consider giving the Plan a 'personalised' look - a 'village brand'. It was decided that this would form a separate work item to be discussed at the next meeting.

9. Finances

CH reported that it is likely we will exceed the £5000 allocated by the Council. JC undertook to check with the Parish Council as to how much is available and liaise with CH to see if we need to apply for money from Locality.

10 Any Other Business

- KH pointed out that there would be another opportunity for Consultation with the Parish at the Church Fete in June. We could use this to discuss the Green Space issue with parishioners, and get people involved via visual representations.
- CR wondered what is being done with regard to keeping the Working Groups involved. It was felt that a meeting in the Village Hall should be organised, to present the finished Plan to the Parish.
- CH suggested that this could, perhaps, be done at the Annual Parish Meeting, but proposed that he should just present a list of Policy areas. Assuming that the site allocations were approved at the May meeting of the Parish Council it would then be possible to move this information into the public domain.

11. Date of Next Meeting

It was agreed that the next meeting should take place on Wednesday, 26th April, at 7.30 pm., in the Village Hall.