

MINUTES of a meeting held at 7.30 pm on Wednesday, 7th July 2017**Venue:** Bank House, Stratford Road, Harvington**Present:**

Chris Haynes	Chairman
Gill Smith	Local Facilities and Leisure Group (standing in for Jenny Grey)
Tim Swift	Parish Council
Chris Rushworth	Housing Group
Les Hancock	Transport Group
Kathy Haynes	Admin and PR
Clive Allen	
Maureen Hall	Secretary, Parish Council and Environment Group

Apologies: There were no apologies**1. The Minutes of the last meeting** were approved and signed by the Chairman.**2. Matters Arising:** There were no matters arising**3. Chairman's Report**

CH reported that he and KH had met with Wychavon District Council during the week ending 1st July, and had produced a list of questions to which Andy Ford had given answers. This Q&A sheet had been circulated to members.

- a) As far as Local Green Spaces were concerned, CH advised that such a designation would not give public access – it merely prevents building development. Further discussion with the landowners would be required if public access were required.
- b) Protected views: The Wychavon DC Landscape Officer had provided feedback on this, and confirmed that we have, in her opinion, taken the best approach, although there is very little precedent on which to draw for information.
- c) Discussions with developers. Andy Ford has confirmed that we are quite at liberty to enter into discussions with developers in relation to designating land, but we cannot have any discussions with regard to what goes on that land. We can, however, designate 'community space' within a building development, and it would be useful to agree with developers at this stage as to the exact location of that allocated land.
- d) It was also stressed that we should include within the Plan the evidence we have so far gathered as to housing densities for previous developments within the village, and that future roadways are wide enough to permit access to emergency vehicles, even if cars are parked at the side.

4. Finance

We currently have £10,000 available from the Parish Council and Wychavon District Council, and can also apply for up to £9,000 from Locality. If development land is the subject of the application, however, this goes up to £15,000. CH has started the ball rolling with Locality, but they do impose a time limit of thirty days, which means we need to apply within the next three weeks to prevent having to restart the process. We will therefore need further discussions as to

what we should include in the Locality application, once the Consultancy bids have been received.

5. Consultants

We have now reached the stage where we need to appoint a Consultant as soon as possible, and CH has contacted several firms listed in the RTPI Planning Consultants list. He also included Neil Pearce of Avon Planning Services, who has experience of Neighbourhood Plans and lives in the village.

CH had produced a list of the work required from the Consultants which was circulated to the Steering Group. This document had been submitted to the Consultancy firms contacted, with the request that they bid for all, or part of the work. CH pointed out that Locality would provide items 5-7 (Site options and assessment; Evidence base and policy reviews; Healthcheck prior to examination) free of charge, and that items 3 and 4 (protection of the views and street scenes) could also be dealt with as separate items. After much discussion it was agreed that the optimum result would be for one consultant to oversee the whole process.

CH had requested that the quotations be back before the next Parish Council meeting on 12th July. There was some discussion as to whether the Steering Group or the Parish Council would be the appointer/employer of the Consultant, and CH agreed to contact the Parish Clerk to ask for guidance on this. In the meantime, as he and Kathy would be on holiday for a week from 13th July, CR and MH were asked to evaluate the quotations and report back to the Group at the next meeting.

KH pointed out that, when considering the quotations, we should bear in mind that we may be asked to do a 'Strategic Environment Assessment', which would cost approximately £4000. We should therefore keep a contingency sum for this, as it is not something that Locality would fund.

6. Site C and dog walking field

- The Parish Council have received correspondence from the Land Agents acting on behalf of the owners, who have requested a meeting. However, the PC have delegated responsibility for this matter to the Steering Group, as it falls within the purview of the Neighbourhood Plan. CH will double-check with the Parish Clerk as to what is the current situation regarding this.
- At his meeting with Andy Ford, it had also been suggested that it may be a good idea to have a second site in the plan for future requirements. It was pointed out, however, that we have no evidence to support the need for the type of housing proposed for Site C.
- Andy Ford had also suggested that a Wildlife Assessment should be done for any site under consideration for housing. A preliminary report could be done by Worcestershire Wildlife Association in return for a small donation, and the Steering Group agreed that it would be a good idea to carry out such an assessment for all the sites put forward. However, it was pointed out that Site B (and possibly Site A) had already undertaken this type of study for previous planning applications, so it may not be necessary to repeat the exercise for those. It was agreed that advice on this should be included in the brief to the Consultants.

7. Local Green Spaces

Following recent news reports that the Church of England Dioceses were selling off allotment land for housing development, it was agreed that the allotments next to the school, between Village Street and Alcester Road, should be included in the Plan as a Local Green Space.

8. Outstanding Work

- MH, CH and KH, had still to do the data collection for the areas allocated to them; MH would contact John Langley for help, as John Colebrook was no longer available.
- The Environment Policies still need to be updated – MH is waiting for CH to send her the copy annotated by Andy Ford;
- MH has still to produce the list of Village Consultations

9. Any Other Business

- CR asked what evidence there was for the need of another village hall. CH replied that 60% of residents canvassed had agreed that there was a need for more community space, but that this need not necessarily be allocated to another village hall. However, when the refurbishments were done on the current hall they had allowed for a lifespan of twenty years, half of which had already passed. It was therefore likely that space for a new hall would be needed at some point in the future.
- CR also raised the issue of 'succession planning' – i.e. what would trigger an update of the Plan as it drew towards the end of its time period, bearing in mind that the work for the next SWDP was already underway. The Steering Group felt that the Parish should be proactive in ensuring a smooth succession from this Neighbourhood Plan to the next one due in 2030, and that CH would speak to Andy Ford to find out what, if anything, should be included to ensure this.

10. Date of Next Meeting

The next meeting will be held at **10.30 am** on Friday, 21st July, at Bank House.