



**WITHERLEY PARISH NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
MINUTES OF THE MEETING HELD AT 7.30 PM ON WEDNESDAY 17TH APRIL 2019
IN WITHERLEY PARISH ROOM**

Present

Kay Conway in the Chair (Witherley)
Dayle Flude (Atterton)
Helen Bullivant (Ratcliffe Culey)
Derek Ridgway, Treasurer (Fenny Drayton)
Mark Simpson (Parish Council/Fenny Drayton)
Brian Conway (Parish Council Chairman, Witherley)

1. Apologies for Absence: Laura Dyer, Dave Wilkins

2. Declaration of Interests:

None declared

3. Minutes of the Steering Group Meeting held on Monday 18th March 2019:

Declared to be a true and correct record of the proceedings

4. Matters Arising;

There were no matters arising.

5. Financial Report:

Derek Ridgway reported that the accounts had been reconciled with the Parish Clerk. Gary Kirk had alerted the Chairman to a delay in the Funding Round by Locality. It should have been opened in March for grant applications in April, but was still closed. This affects *all* NDP groups. While YourLocale would honour the Theme Groups' meetings already arranged, which their consultants would attend, further work by them cannot be guaranteed until the grants are forthcoming. It was agreed to ask the Parish Council if it could fund a temporary shortfall in payments to YourLocale.

Kay Conway agreed to check the situation directly with Locality

KC

6. Parish Council Meeting 11th April 2019; Mark Simpson

Atherstone Stables' planning application for the new site (with pond) had been withdrawn. However, the retrospective applications for the existing site have been revised and will be considered by the Parish Council at its next meeting.

6. Reports from the Theme Groups.

Housing and the Built Environment: the group has considered all the available evidence on the existing housing stock, population demographic, census data and results from the Parish Household Survey, which point to a need for 1 and 2 bedroom properties.

HBBC has published its draft Strategic Housing and Land Availability Assessment (SHELAA) following a call for sites from developers. However, the NDP process allows for our **own** call for sites from landowners, once the criteria for the amount and type of housing is agreed.

Natural and Historic Environment: YourLocale held a meeting with the group volunteers to show them how to survey fields in the Parish, and that has begun. More work is to be done on identifying Local Green Spaces, Wildlife Sites, and verges and hedgerows, including those auctioned at the annual Lane Setting, because of their historical importance.

Accessibility and Transport, Community Facilities, Economic Growth: the group has begun to gather evidence to provide a description of each settlement and its community, facilities, transport, and businesses. The group still needs representation from Ratcliffe Culey.

HBBC has started a consultation process on a supplementary planning document, The Good Design Guide. It runs from now until Tuesday 14th May.

7. Maps and Mapping

Helen Bullivant had asked for money to cover the printing costs of all the OS maps needed by the Environmental Group volunteers for the surveys. It was agreed that money from the remainder of the Parish Council grant could cover this.

She has printed OS squares with all sites of interest, plus annotations. She will input all the volunteers' information onto the grid forms.

The Parish Council has bought a Public Sector Mapping licence to enable the Steering Group to access Ordnance Survey digital maps and Geographic Information Systems to help set out Neighbourhood Plan options and explanations of preferred solution to residents.

8. Wildlife Survey

It was agreed that we shall only carry out a Wildlife Survey if we put forward sites for development and it should be required.

9. Any Other Business

Kay Conway reported on a meeting she and Brian Conway had held with Fran Belcher, (Planning Officer), Rachel Dexter (Senior Policy Officer) and Rob Foers (Principal Policy Officer) at HBBC. Much discussion was held about making the content and context of an NDP. It was their intention that we should keep in regular contact with them throughout the process. They presented us with a timetable, for all current NDPs being developed in the Borough, which presumed that our plan would be examined and approved between December this year and March 2020, and finally made in June 2020. A Service Level Agreement is required to be entered into with the Parish Council as NDP sponsor.

The next meeting will be in **Fenny Drayton Church on Tuesday May 14th at 7.30 pm**