

**Witherley Parish Neighbourhood Development Plan
DRAFT Minutes of the meeting of the Steering Group, Wednesday 2
December 2019
Witherley Parish Room**

Present: Kay Conway (Chair), Brian Conway, Dayle Flude, Laura Dyer, Helen Bullivant (up to and including item 3 of the agenda), Maureen Cook. Derek Ridgway

Apologies: Mark Simpson, Dave Wilkins

The meeting commenced with KC asking all members of the Steering Group to outline what they felt the purpose of the Neighbourhood Development Plan was. A range of issues were raised but the primary ones being:

- To put the communities of our parish more in control of development, in particular the planning applications for new housing.
- To safeguard the historic and environmental assets of our parish and ensure that development is in the most sustainable and appropriate locations.
- Help identify other community actions that the Parish Council or others can consider and or deliver.

All confirmed that we are committed to ensuring that the community feels that their voices and views are heard and reflected in the final plan. The community consultation and the referendum will be key in achieving this outcome.

1. Declaration of interests

None declared linked to this meeting's agenda

2. Past Minutes

Minutes from 13 November agreed with following amends/additions

HB expressed concern that she felt that some of the site assessments she saw at the Steering Group meeting on 13 November presented by Derek Doran were not accurate. Several were raised at the meeting, she emailed others not raised then, to DD, but she wasn't sure if they had been changed subsequently. There was some discussion as to whether she had reviewed the most recent set circulated by DD. Her views were noted by the group.

It was noted that DD had thanked the Environment Group for their work on the site assessments and this would be added to the notes.

Matters Arising

HB and DF expressed some concern about sites 7 & 8 which they felt weren't scored entirely consistently. Other members of the meeting did not agree with her view, but it

was noted. It was also noted that all of the landowners will have the opportunity to challenge the scoring and that DD had been clear to the Housing Group that, in his experience of other NDP processes, we should expect a number of challenges and that some scores would change as a consequence.

3. Financial report

DR gave a report on the current finances. £184.98 balance from initial £1,000 given by the Parish Council if we pay all outstanding invoices. £225 in outstanding invoices which DR continues to chase.

4. Meeting with HBBC

KC & BC met Fran Belcher of HBBC to inform them of the current potential sites. The Housing Group had been advised that informing HBBC means that they can begin to take some account of emerging thinking from the NDP when/if they receive planning applications.

FB highlighted that local evidence e.g. environment & traffic analysis is very helpful for HBBC planning. When we have almost reached the Regulation 14-point HBBC will offer critical analysis to help us strengthen the Plan and KC stressed that it would be good if a number of us could attend that meeting. HBBC will really focus on deliverability of the sites. FB sent a helpful follow-up email which BC read out to the meeting, which stated:

It's vital to keep momentum and avoid unnecessary delay for a number of reasons:

- *Evidence can become out of date very quickly, and you don't want your hard work going to waste as time goes on. New evidence can be incorporated in future reviews of the plan*
- *The plan has to be a 'snapshot in time'. You can keep adding and amending the plan every time something new comes out, which could go on forever! It's best to go out for consultation at a time when you have a draft of the plan which is as 'complete' as you can get, you are 100% confident of its contents, and it accurately reflects the plan area and its community at this time*
- *The HBBC Local Plan Review will be going out for its next round of consultation in Spring 2020. This draft of the plan will be the first full draft, containing potential site allocations and draft policies for the whole borough. It's important for us to know the contents of your draft plan, especially housing sites for allocation, so that we can effectively include this in our discussions whilst drafting and amalgamating our evidence*
- *As seen recently in Desford, there is a chance for developers to try and pre-empt the Neighbourhood Planning process, especially with the current less-than 5-year land supply position.*

Para 48 of the NPPF states:

Local planning authorities may give weight to relevant policies in emerging plans according to:

- a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);*
- b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and*
- c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given)*

If a planning application was to be submitted for anywhere in Witherley Parish, at the current time, we can only afford very limited weight to the plan in decision making, as it has currently not been subject to public consultation. The further through the process you are, the more weight can be attributed to the plan. Only when the plan is submitted and been through Examination can the LPA afford significant weight to the neighbourhood plan in decision making.

The community need to be able to see that work is continuing on the plan, and that positive steps are being taken towards the next stage. This keeps interest in the plan high, and the volunteers still encouraged to continue their hard work

Notwithstanding the above, you need to be sure that the plan you put out for consultation is fully evidenced, has the support of the Parish Council, and has been subject to SEA screening. Ideally the plan you put out for consultation at Regulation 14 is a plan that you would be happy to officially submit to the Council if there were no outstanding concerns.

5. Update from Environment Group

At a Review of Progress meeting held on 21 November it was agreed that the Environment Group will deliver to John Martin (Your Locale) all the data from the field surveys that is available, by 15 January. It was noted that Gary Kirk had asked for it to be delivered as soon as possible, whenever any of it is ready, and not all at one time. JM will then produce a draft chapter by end of January for use in the public consultation in February. DW, Chairman of the Group, is away from late December to mid-February and Tony Deeming will be acting Chairman in his absence.

6. Update from Housing Group

Meeting held on 20 November. Group reviewed the evolving Design Guide and the letters which would go out to all of the landowners. Pat Roberts & BC drafting the Housing chapter. The letter and site assessments were sent out to

landowners by the Parish Council on Saturday 23 November. They are asked to respond by Friday 6 December.

The Steering Group discussed the challenge of responding to the queries from landowners and the need for some urgency in scheduling any necessary meetings with them given the comments from FB of HBBC to keep up momentum.

It was agreed that Maureen Cook would act as a substitute for Barry Smith (Chairman of the Housing Group) at these meetings if he is not available.

7. Update from Community Group

No further meetings held but awaiting feedback on their draft from Mike Preston & Gary Kirk from YL. KC to chase

8. Timetable

Draft to be ready by end of January. We will check on progress after Christmas and then set the potential dates for February Drop-In sessions.

9. AOB

None

10. Date of next meetings

Monday 16 December 7.30pm venue tbc. Only to be held if there are relevant agenda items.

Monday 6 January 7.30pm venue tbc.