Notes of the NDP meeting held Tuesday 9th January 2018 at High Chimneys commencing 14.00hrs

Those attending :-

Barry Turner(BT) (Secretary and Chair), Peter Everton (PE)(Financial Controller), Keith Sullivan(KS), Dylan Griffiths(DG) and Alan Coles(AC)

Apologies received from ;- Paul O'Connor (PO)and Allan Knapp (AK)

There were no declarations of interest made . The notes of the 21st November 2017 meeting were approved.

There was no Public Forum as the venue was not conducive.

2018/57 Consultancy – the Secretary updated the meeting with the progress that had been made regarding professional assistance . Locality (the granting authority) have advised Technical Support is available to groups where the expression of interest indicates that the plan involves more complex issues developing the plan (it has been agreed that we qualify). This technical support is provided by a team at AECOM (in Partnership with Locality), and is in addition to any support that we wish to pay for through the grant. The Secretary in discussion with the Aecom Neighbourhood Plan Coordinator decided that it would be prudent to take advantage of this and two packages of work were deemed to be the most beneficial at this stage (other packages are available). The site selection process will now be undertaken by Aecom thereby reducing the funding element of the grant to £3841 . This will fund general consultancy and other planning related cost for phase 2 of the plan .The benefit of this is that the grant funding we could still apply for if we need it increases by £2025.

It was agreed that it was beneficial to engage the Aecom consultants and LB Planning, the initial work Packages are attached (see appendix 1). Further packages of work may need to be allocated when requirements are fully understood .

2018/58 Funding and Grant Update . As stated above , the amount of grant for phase 2 is £3841, this has been paid into the Parish Council Account and ring-fenced for NP use. Expenditure so far relates to small items , consumables and some display equipment . A break down is shown attached (See appendix 2). There is still in excess of £7k grant funding that can be applied for should it be necessary. Since its inception in 2016 (to date)the plan has received £7973 and no significant cost has been incurred by the Parish Council.

2018/59 Community Engagement Event .

The action from the last meeting to advise the Landowners of the sites ranked highest for potential development has been discharged . The Secretary advised he had either spoken directly , e-mailed or delivered a letter to all landowners(top 6 ranked sites). He had acknowledgements from 3 but no indication of their wishes yet regarding their willingness to allow development should the sites pass all the assessment criteria .

One of the purposes of the engagement event is to gauge the feelings of the community to the concept of development. This along with the flood risk assessment and other considerations which will be given by the Site Selection Consultants will identify the site /sites to be concentrated on .

We need to establish fairly early on whether or not land would be 'available' for development to avoid unnecessary work .

The presentation material has been circulated to working group members prior to the meeting and suggestions to improve clarity received have been incorporated. On the day the main presentation material will be displayed plus a handout summarising the main issues.

Visitors will be asked their name and address on arrival . This will only be used for statistical purposes to demonstrate that the 'condition' to consult has been discharged . Attendance sheet to be prepared (Barry Turner)

Visitors to the event will also be asked to complete a brief feedback form (See appendix 3). The purpose of this is to capture comments and feedback to ensure that members of the community who have taken the trouble to attend can express their views in a consistent fashion so that the Working Group can use the information to help draft a meaningful plan.

Publicity for the event comprises :-

- A Notice in 4WARD
- Circulated to parishioners on Parish Council e-mail circulation list (126 addresses)
- Notices for Notice Boars and other prominent public places (K Sullivan)
- Article for the Gazette (Barry Turner)
- Notice on the Pound leading up to the event (Alan Coles)

Setting up on the 27th January – Members to muster at 11.00am (Apologies from Dylan Griffiths)
BFT and AC to cover presentation and respond to questions etc.
Entrance to be manned to collect names and addresses and encourage feedback forms to be returned when visitors are leaving.

2018/60 Ongoing Plan - After the 27th January event any feedback needs to be considered to decide whether or not the approach being taken needs to be reconsidered . The consultants examining Housing Needs require a report summarising the up to date thinking , likewise the Site Selection Consultants need to be updated . The Secretary will liaise with LB Planning who have expressed a willingness to attend the 27th Jan Event .

Appendix 4 shows the plan which has no 'By When' dates after mid-March . This arises because there are a number of issues to resolve . Of these the need for a Strategic Environment Assessment/Habitats regulations assessment is probably the most important in so far as we need to know the scope SGC require and the views of the Statutory Consultees to avoid doing unnecessary and quite detailed work. This is a bit of a Chicken and Egg situation because SGC say they do not have sufficient information from us to provide the screening advice. Once we have the 27th January feedback we can be much clearer on our plan and we can press for the information we require , we will then find out how well prepared SGC are to provide it . The Secretary has written to the SGC NP Liaison Officer, a copy of the transcript was circulated for information during the meeting.

Concern was expressed that involving the public too many times would be a 'turn off' to them so that at a time when we want a good and positive response we get a poor response . There was a difference of opinion amongst the members, some felt you could never provide enough information or get enough feedback and others felt that perhaps enough was enough . There is however a statutory consultation period in the plan process and this cannot be avoided . Our plan includes an informal consultation on a draft derived from the 27th January event and the assessment work previously discussed . It was felt that we should review the need for the informal consultation when we know the outcome of the engagement event and if appropriate to delete it from the plan and continue direct to the formal (Regulation 14) consultation in due course .

In summary - the statutory consultation will only take place once SGC are happy that our plan meets the 'basic conditions'. The feedback from that consultation will become part of the evidence submitted to a Planning Inspector . If the Planning Inspector is happy with the plan SGC will arrange for a referendum to take place.If the referendum has a majority in favour it will be 'made' and have material status in the Local Plan.

There was no other business to discuss and the meeting closed

Next meeting .Note . The Memorial Hall is booked for meetings shared between the NDP and FPC groups on the 3rd Tuesday in each month . Confirmation/details of the next NDP will be e-mailed in due course .

Appendix 1

Consultancy Work Packages

Liz Beth (L B Planning) -

- Planning and process advice on general aspects of producing a neighbourhood plan, and limited assistance on evidence needed for policies and their justification: 1 day
- Drafting policies and justifications for the neighbourhood plan: 4.5 days
- Visits to the group to discuss progress, issues arising and future work (four costed): 1 day

Nick Chisholm-Batten (Aecom) – Site Selection

Working with another consultant Chris McNulty(Aecom) , they propose to produce a desktop site selection report prior to coming to Oldbury for a physical inspection and then to produce their final recommendations. I spoke to them at length and have provided them with a link to the Flood Risk Assessment and also the conclusions of the 2014 call for sites – psp . I have made it clear that we do not necessarily agree with the conclusions SGC made from that assessment and maybe we will need to challenge .

They were keen to advise me that National Policy is pretty rigid ,I reminded them that we are looking at this in a truly local sense and that in my opinion National Policy can be complied with and we can still get a positive result.

The good thing about them doing the desktop assessment before we get involved is that we cannot be accused of favouritism or ' jiggery pokery'. Their initial work looks like a 3 week timescale .

They made the point that the sooner we know the scope of SGC's SEA requirements and we get on with it the better. This is a bit of a sticking point which we will need to go back to SGC on

Ivan Tennant (Aecom) – Housing Needs Assessment (HNA)

Will produce an unconstrained HNA report using a variety of data for further discussion . He has asked me to provide some information and he will access other data from other sources .

He will commence his work once we have the feedback from our engagement meeting on the 27th January.

Neighbourhood Plan Accounts

Position as at 10/01/2018

Oldbury-on-Severn Parish Council - Neighbourhood Plan Working Group

Phase 2

Date	Supplier	Expense	Via	In £	Out £		Balance £
13/12/2017	GroundworkUK	Grant		3841.00			3841.00
06/12/2017	Staples	Copy Paper	BT		16.79		
08/12/2017	Amazon	Cartridge	BT		18.94		
18/12/2017	Horders	Printing	BT		2.25		
18/12/2017	Viking	Cartridge	BT		46.96		
19/12/2017	XL Displays	Display Boards	BT		186.00		
19/12/2017	BT	Repayment			280.54	To BT	3560.46

Oldbury on Severn Neighbourhood Plan - Your feedback

	Yes	No
Do you broadly agree with what is being done ?(please tick)		
Are the Plan Objectives right (please tick)		
Comments		

Do you feel that Development which could amount to 25 dwellings by 2036 should be sited in :-

	Yes	No
One Site ?		
Spread across Multiple Sites ?		
Kept adjacent to the Settlement Boundary ?		
Consider other sites in the Parish?		
Comments		

Name	
Address & Postcode	
E-mail (Please also complete if you wish to receive Parish Council information)	

Do you wish to join the Working Group to help facilitate the preparation of the Plan.? Is so please leave details

Yes	No

appendix 4

Oldbury on Severn Neighbourhood Plan Draft ongoing plan timescales

	Activity	By When ?	Comments
1	Prepare Pubic Engagement Material	By December 2017	To publicise draft vision and objectives determined from earlier communication exercises
Neighbourhood Planning Grants will close on 321st January 2018,			
2	Hold Engagement Event	By End January	
3	Review Feedback		Does Feedback change thinking on vision /objectives ?
4	Make Appropriate Changes if required	Mid-February	
5	Discuss Draft Sustainability Scoping report with Local Authority	Mid-February	To Clarify suitability of draft and the extent of any actions required relative to Sustainability /HRA etc..
6	Firm Up on Options available	End February	Appraise using agreed sustainability framework to assess reasonable alternatives
7	Draft the Neighbourhood Plan	By Mid-March	Construct Draft Policies
Neighbourhood Planning Grants expenditure deadline is 31st March 2018. Technical Support applications have a final submission date of 31 March 2018.			
8	Prepare and Engage with Community		To update them and to receive feedback
9	Review Feedback		Does Feedback change thinking ?
10	Make Appropriate Changes if required		
11	Prepare Sustainability Appraisal Report		In accordance with what was agreed at activity 5
12	Prepare final Neighbourhood Plan (Draft)		
13	Discuss with Local Authority		To receive their input/comments on the documentation presented
14	Formal Public Consultation		
15	Formal Submission of Documentation to Local Authority		