

**Minutes of a Steering Committee for the
Neighbourhood Plan Review
Tuesday 26 March 2019
at 6:00 p.m.**



Attending: Cllrs W Mack, D Thomas, G Vernon, Mrs Y Scriven,
Mrs D Dolley Apologies: Cllr L Stockford, K Grigg

Action By

1. Kirkwells Consultancy

Following a meeting with Louise Kirkup on 8 March 2019, Kirkwells had submitted a fee proposal which included a schedule of works and a programme for completion. The initial quotation was for £9,800, but a revised quotation had been requested to exclude work on consultations which the Steering Group would undertake itself.

2. Timetable

As a result of discussions with Kirkwells and WFDC the timetable will be updated to show activities in more detail. WFDC's progress with the adoption of the updated Local Plan will need to be monitored, as any delay would affect the timings for publishing a draft updated NP.

3. Changes to NP Legislation

- Designation of Area covered by NP – As CCPC NP would cover the whole of the parish and the Area had already been designated in the original NP, there would be no requirement to do this again.
- A statement setting out whether the qualifying body consider the modifications so significant as to change the nature of the NP and have to give reasons why the qualifying body is of this opinion.
- When submitting the draft plan to WFDC a Map, Consultation Statement and modified NP document would be required.
- Environmental report or statement of reasons that the NP or the modification changes the nature of the NP and giving reasons for this opinion. It is believed that a full revision of the existing NP would be required because it is likely to include policy changes and site allocations.
- Upon examination by the external examiner he may record that a Referendum is not required.

4. Review of Existing NP

Members of the Steering Group will undertake a full review of the existing NP to identify changes to wording needed to reflect events and developments since it was first published,.

New policies would be required to address areas where the existing NP can be strengthened, (i.e. loss of parking spaces when any redevelopment takes place, protection of the existing businesses in the village, etc.)

DD/DT would carry out the initial review on a paper copy of the NP and would meet to agree necessary changes. YS would type these into the original report using track changes.

DD would review Evidence Base.

5 Housing Needs Survey.

WFDC are undertaking a Housing Needs Survey in Chaddesley Corbett Parish in April 2019 and this will be used to assess the need for housing in the parish over the next 10 years. The survey will be electronic and assistance will be provided by WFDC at a local workshop to aid those who are unable to complete the form on line. This method was not considered adequate for the elderly, bearing in mind that a large percentage of residents were over 65. DT/YS to request a meeting with the Housing Needs Officer to discuss further. YS to provide WM with a copy of the last HNS.

6. Budget

Revised estimates indicated a budget in the region of £12-£14,000. £9,000 of this could be obtained by a Grant from Locality. The balance would come from Parish Council reserves, spread over two years. It was noted that there was a balance on the previous NP budget of £1800 which could be offset against this new expenditure.

7. Next Meeting

This would be primarily to deal with a Call for Sites and changes to the existing NP. The meeting would be held on 1 May 2019 at 10:00 am at Tanwood Lane.