

**Minutes of a meeting with Wyre Forest  
District Council  
Neighbourhood Plan Review  
Tuesday 20 March 2019  
at 10:00 am**



Attending: Cllrs W Mack, D Thomas, G Vernon, Clerk Mrs Y Scriven  
WFDC – H Smith, H Wills, B Sarbinowska, H Stone, R Vaux Harvey

1. WFDC Local Plan was due to adoption in Spring 2020, but this was still subject to comments from the Inspector and consequently the timetable for CPC NP Review would need to fall in line with this date. Helen Wills has been assigned as our contact to provide support as required, but it was pointed out that this would be limited due to existing commitments.
2. HW had researched Grant funding and confirmed that there was a basic grant of £9,000 available, which would have to be spent in a 12 month period, but this was not yet open for applications, due March/April for the financial year 2019-20. To be eligible for this basic grant you would need to be at least one of the following:
  - Allocating sites for housing
  - Including design codes in your plan
  - A delegated business neighbourhood plan
  - A cluster of three or more parishes in a single plan
  - A NP Area with a population of over 25,000
3. There is a further grant available for technical support of up to £8,000, but this was much harder to get. This technical support could be used for a revised Sustainability Appraisal Assessment on any sites selected for development, followed by the full SA if required.
4. WFDC would receive £20,000 to cover Referendum costs, but would need to check this was available for a Revision to a NP.
5. WFDC provided a list of changes in legislation since the original CCPC NP was produced which included:
  - There is no requirement to advertise a NP area where it includes the whole of the parish. CCPC would not need to do this again.
  - A modification proposal was required ... a statement setting out whether the qualifying body consider the modifications significant as to change the nature of the NP and have to give reasons why the qualifying body is of this opinion.
  - Environmental report or a statement of reasons that the NP or modification is unlikely to have a significant environmental effect.
6. Housing Needs Survey – WFDC would be carrying out a HNS in April, as this is required every 5 years. A copy of a recent survey for an adjacent parish was provided which CCPC undertook to review to suit their particular needs and liaise on changes with BS. WFDC survey would be completely on line and CCPC expressed concern

that this would not reach everyone, particularly the elderly who were not computer literate. WFDC said they would be happy to bring a computer to a central area to help people fill in the forms. CCPC said they would consider how to deal with this aspect of the survey.

7. Call for Sites – Examples of previous correspondence were handed to CCPC to enable them to formulate their own exercise.
8. The WFDC Local Plan would date from 2016-2036, but would need to be reviewed every 5 years. The CCPC NP Review would need to completely replace the existing report, but most of the basic data would just need to be updated if required and repeated in the new report. Office of National Statistics could provide more information.
9. WFDC would provide CCPC with a A0 size map of the designated area for a Call for Sites.
9. CCPC thanked officers for preparing required information and doing the necessary research.