

**MINUTES OF A MEETING  
OF THE  
NEIGHBOURHOOD PLAN STEERING GROUP  
Held on 5 January 2021  
At 2:00 pm by ZOOM**



Attending: Cllr D Thomas, W Mack, G Vernon, Mrs D Dolley, Mrs Y Scriven

1. The AECOM report on Design Codes had been received just before Christmas and had been briefly studied. There were a number of spelling and other mistakes which the clerk had noted and it was agreed to send these to AECOM with a request for a revised draft. There were some concerns with the illustrative designs for specific sites so a further meeting would be arranged to go through these in detail. A copy of the draft report would be sent to Helen Checketts at WFDC for their comments. A copy had already been sent to Kirkwells, but it was felt they should not update the NP with this information until we had sorted out the queries. Clerk to advise Kirkwells.
2. DD reported on progress by the Working Group on Important spaces and had submitted a draft summary for discussion. A Glossary of terms used in the report had been prepared and it was suggested this should be linked with those previously used in the original Neighbourhood Plan. Because of the various terminology used it was agreed we should follow the terms used in the NPPF. Consideration should be given to "Areas of Separation" which might give greater protection than Local Green Space.
3. A discussion took place about the procedure for amending the boundaries of the Conservation Area. A previous change had been agreed with WFDC Conservation Officer some time ago in respect of Harvington Conservation Area but this had not been formally adopted by WFDC. It was agreed that the new Revision of the NP would include any proposed changes to the Conservation Areas, which WFDC would have an opportunity to comment on during the consultation process. If the NP was formally adopted by WFDC then the changes proposed would also be adopted at that time.
4. A map had been prepared with a preliminary list of possible sites for inclusion as Local Green Spaces, together with those previously designated. The appropriateness of these sites had then been considered against criteria. A grid had also been prepared to provide consistency. Sites selected would be subject to formal consultation during the consultation process, but initially the proposals should be shared with the History Society and Kirkwells.
5. It was suggested that landowners should be informed of new sites included in the LGS proposals.
6. A review of other adopted Neighbourhood Plans had been carried out and several Policies were considered for inclusion in our Review of the NP:
  - Infill/Backland Housing
  - Heavy Goods Traffic

- Renewable and Low Carbon Energy
  - Energy Generation and Conservation
  - Working from home
7. Timetable – It was anticipated that the draft NP should be ready for submission to the Parish Council by end March, with a formal 6 week consultation from mid April/May 2021. If we are still in lockdown at that time then the consultation would be notified to residents by newsletter and completed on line through our website. If possible a consultation event would be held in the Village Hall which would require posters etc. After the consultation, comments received would be scheduled and a decision taken about what changes should be made to the report. It would then go to an External Examiner. It is anticipated that we should be able to complete the process during 2021, including adoption of the Plan by WFDC.
  8. A discussion took place about the Old Garden Centre, Harvington following information received about ownership of the site. The clerk was asked to clarify whether Urbanism Living Limited of Worcester were the owners, rather than Adam Hewitt, in which case the owners of the site should be notified that their site would be included in our NP as a possible development site.
  9. Next Meeting Thursday 14 January at 2:00 pm specifically to review in detail the AECOM report.

Y Scriven  
7 January 2021