



Neighbourhood Plan Steering Group Meeting #10

2nd May 2017, Chapel Schoolroom, Hutton Rudby

1. Attendance & Apologies

Attending: Allan Mortimer (Chair), Rosie Danjoux, Adrian Davey, Bridget Fortune, Liam Percy, Karen Picking, Richard Readman, Katie Atkinson (KVA Planning).

3 members of the public

Apologies: Jonathan Cooper, Tom Pickering

2. Procedural Issues

a) Minutes Of 3rd April 2017

Accepted.

b) Actions From 3rd April 2017 / Carried forward from 6th March 2017

Item 2 d): Submission Of Declaration Of Interest

Action: **Karen Picking:** Still outstanding.

Item 2 e): Provide photos and personal statements For Website

Action: **Adrian Davey, Rosie Danjoux (Photo only), Tom Pickering, Karen Picking.**

Item 3 e): Submit grant Expression of Interest & request RPC approval for submission.

Action: **Allan Mortimer:** Complete.

Item 4: Amend and publish updated project plan

Action: **Allan Mortimer:** Complete.

Item 5 b): Schedule of Responses follow-up actions – other parties

Action: **Allan Mortimer:** See section 6 of these minutes.

Item 5 c): Schedule of Responses follow-up actions – potential sites

Action: **Liam Percy:** See section 6 of these minutes.

c) Contacts From Landowners / Developers / Agents

No contacts since previous meeting had been made at the time of the meeting.

Post Meeting Note: The owner of site S/073/002 (land to the North of Levendale / Hundale) emailed Allan Mortimer on 5th May to advise that he had submitted a revised (reduced area) proposal to HDC for the site. "This is for 30 dwellings together with a generous amount of land for Local Green Space and a wetland area." A map showing the revised area is appended to these minutes.

3. Costs / Budget

a) Costs incurred to date set against HDC grant are listed below:

2 nd June	£16.00	Room Hire (1 hour)	Village Hall Main Room (Team Meeting)
9 th June	£26.00	Room Hire (2 hour)	Village Hall Johnson Room (Team Meeting)
22 nd June	£32.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
4 th July	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
21 st July	£0.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
1 st August	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
5 th September	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
3 rd October	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
7 th November	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
15 th November	£504.00	Questionnaire printing	
5 th December	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
6 th February	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
6 th March	£755.80	Planning Consultant Fees	
6 th March	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
3 rd April	<u>£14.00</u>	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
Total	<u>£1459.80</u>		

Estimated balance of HDC grant at 2nd May (hold in reserve until Locality grant is used): **£1,540.20**

b) Costs To Date From 27th April to be set against Locality Grant

2 nd May	£14.00	Room Hire (2 hour)	Chapel Schoolroom (Steering Group)
2 nd May	<u>£127.90</u>	Consultant attendance at Steering Group (2 hours plus expenses)	
Total	<u>£141.90</u>		

Total Costs Incurred: **£1,601.70**

c) Estimated Costs Post May 8th RPC Meeting (To be funded by Locality Grant)

£1,000.00	Planning Consultant – critical friend services (fixed fee)
£5,250.00	Planning Consultant – policy writing (15 days @ £350)
£755.80	Planning Consultant – consultation events (2 @ 1 day + travel)
£767.40	Planning Consultant – steering group meetings (6 @ 2 hrs + travel)
£84.00	Meeting Room Hire (6 @ £14)
<u>£1,000.00</u>	Printing draft Neighbourhood Plan for statutory consultation.
<u>£8,857.00</u>	Value of approved award (20p less than application/itemised list)

d) Remaining Funding Sources

HDC:	£1,540.20	Estimate of unused grant at 8 th May
Locality:	£6,143.00	Maximum available on top of initial award.
Precept:	<u>£5,000.00</u>	Budget approved by RPC (may not be needed).
Total	<u>£12,683.20</u>	

e) Locality Grant Application

The draft application was presented to the Parish Council meeting on 10th April and approved. The application was subsequently submitted and following a clarification call from the case officer, was approved in full (apart from rounding to the nearest pound).

Notification of award was received on 26th April, followed by the formal offer letter on 27th April – eligible expenditure from the 27th April can be allocated to the Grant.

A due diligence submission (details of Parish Council bank account, authorised signatories etc.) has to be completed within 10 days to accept the grant after which funds will be released. This includes a declaration which should be made by a Parish Councillor

Action: **Allan Mortimer / Jonathan Cooper** – complete due diligence submission.

4. Project Plan

a) Meeting With Caroline Skelly (HDC Planning Policy)

Allan Mortimer, Liam Percy, and Jonathan Cooper met with Caroline Skelly of HDC on 25th April to discuss various issues relating to co-ordination between Local Plan and Neighbourhood Plan. A copy of the NP project plan had been forwarded to HDC prior to the meeting. Allan Mortimer gave an account of the meeting.

Publication Local Plan & Site Selection

HDC are aiming to produce the “publication” Local Plan by 1st August so that it can be submitted for HDC cabinet approval at the 5th September meeting. This is a full draft of HDC’s proposed sites and polices, and following cabinet approval there is statutory public consultation period.

If the Neighbourhood Plan selects different sites to the Local Plan, they should take precedence. However, substitution of these for HDC’s preferred sites will be much simpler from a project process perspective if they can be fed in before the issue of the “publication” Local Plan. Consequently, our site selection process needs to be given high priority.

Capacity Constraints

HDC confirmed that they had carried out screening of the capacity of the physical services as part of the development of the preferred options, and there were no major system level concerns for our parish (there may be localised issues connected with specific sites).

NYCC Highways have not raised any concerns on traffic volumes, but have not yet looked at site specific details (visibility splays etc.). Site specific detail issues will be dealt with in the final phase of site selection.

Potential capacity constraints at the School require further investigation by HDC / NYCC. Health service capacity (i.e. GPs etc.) have been investigated at the Clinical Commission Group (CCG) level, but not at individual surgery level.

Given School and GP capacity were frequently raised concerns in the Questionnaire, the NP is making its own enquiries with NYCC Education department and the local surgery (both have been contacted and their response is awaited).

Public Consultation Responses For Sites In Parish

We asked if it would be possible to have access to the comments made on the sites in the Parish so that this public feedback can be incorporated into our process. HDC confirmed that these will be published and agreed that it would be useful for the NP review them.

A member of the public asked when he would get a reply from HDC to comments he had made, and in particular to his challenge to HDC to justify their development targets for the Parish. Allan Mortimer said that he could not answer for HDC, but thought it was unlikely that people would be sent personal replies to their comments. A Schedule of Responses is likely to be how comments are addressed. Katie Atkinson confirmed that this would be normal practice.

Allan Mortimer also advised that the decision on the minimum amount of housing to be delivered in the Parish belongs to HDC. The Neighbourhood Plan will continue to work on the basis of the 70 homes target set by HDC.

One Village / Preferred Sites

HDC were informed that some residents had raised concerns at the last Parish Council meeting that their perception was the reclassification of Rudby from Other Settlement to being part of the Service Village was the reason why Rudby Farm had been selected as a preferred site.

HDC response was that reclassification was not a material factor, and that there was a very strong and clear consultation response on "one village". Sites in the settled area of Rudby and Hutton Rudby are viewed as sustainable locations regardless of the settlement classification in the original and alternative sites assessments. HDC advised that the material change for Rudby Farm was the reduction in size of the proposed development area. Their opinion was that the original site was too large, but the reduced site is not. However, the preferred status is subject to the developer demonstrating they can create a safe access (per the consultation documents).

HDC advised that the reduced size site submission for Rudby Farm was received in September when it was too late to include within the original set of preferred options. HDC acknowledged that there is a lack of clarity in the consultation documents over the relative status of the Local Green Space and development proposals at Rudby Farm, and that the Green Space assessment for Rudby Farm should not have been omitted from the latest set of consultation documents. They advised that they would not propose the same piece of land as a preferred option for both development and Green Space.

Village Boundaries

Development in Service Villages is intended to be primarily through explicit allocations. HDC intend to include policies to resist extension of the settled area through “windfall” development around the edges. This would be intended to have a similar effect to an explicit development boundary. This policy would not apply in Other Settlements where “windfall” will be the main mechanism for development.

A member of the public asked if the Steering Group were satisfied with this policy. Allan Mortimer replied that as the policy hasn't been drafted, it is too early to form a view on how effective it might be.

District Housing Target

The development community are challenging HDC's proposed housing target of 320 homes per annum. They are claiming that up to 458 homes per annum are needed. HDC are sticking to their original number, but there is no single nationally approved methodology for assessing housing need so challenges to the numbers are likely to continue.

HDC noted that they have had very high rates of housing completions over the last year. That has absorbed more land from the land-bank for the emerging plan than expected. Consequently HDC need to include a balancing amount of additional land in the preferred options.

Self Builds & Starter Homes

National policy requires that some provision is made for Self-Builds on sites of over 10 homes, however, HDC's register shows very little demand for this type of plot within the District.

National policy on Starter Homes is still not fully defined, but HDC's expectations are that they will be classified within the Affordable Homes category. Viability studies are being carried out to determine what quotas to include in the policies. If Starter Homes are classified as Affordable Homes, the effect will most likely be to significantly reduce the yield of rented / shared ownership accommodation that can be retained in perpetuity for people with local connections.

Community Led Housing

Concerns were discussed on the ability of the Community to make sufficient progress on defining a project to a level of detail that would satisfy viability / deliverability tests. HDC suggested that there would need to be some evidence of a real intent to deliver a project such as an option agreement over land, but fully worked up details would only be necessary if the delivery was phased for early in the Local Plan period. Phasing a Community Led Housing project for later in the plan period would give the community time to establish the project.

b) Rural Housing Enabler / Housing Strategy

A report prepared by Amanda Madden (Rural Housing Enabler for our area) for Ingleby Arncliffe Neighbourhood Plan had been circulated prior to the meeting. The report contained details of a housing survey, an analysis of the results, and the RHE's recommendations on a strategy to meet the identified need.

The Steering Group had previously agreed that the existing evidence of housing need was both current and sufficient for our purposes, but had not considered what role the RHE could play in the data analysis and strategy development to augment our workshop activities.

Having reviewed the Ingleby Arncliffe report, it was agreed that we should request our RHE to prepare an analysis and recommendations report drawing on the existing housing need data, and taking into account community preferences expressed via the questionnaire.

Action: **Allan Mortimer** – contact Amanda Madden to agree scope and timing for report.

c) Key Dates / Events

7 th May 2017	Neighbourhood Plan Workshop – Village Hall
8 th May 2017	Rudby Parish Council meeting
25 th May 2017	HDC Planning committee – potential decision date for the Wickets
5 th June 2017	Neighbourhood Plan Steering Group Meeting
12 th June 2017	Rudby Parish Council meeting
13 th – 15 th June 2017	Provisional dates for Workshop / Community Led Housing Event
24 th June 2017	Village Event – Neighbourhood Plan Stall

Key Tasks

Submit grant due diligence	Target: 5th May 2017
Complete workshop preparations	Target: W/C 1st May 2017
Fix dates for June Workshop	Target: W/C 8th May 2017

5. Plans & Preparations For Workshops & Events

The following events are planned to provide opportunities for the community to participate in, and provide feedback on, policy development and the site selection process.

a) **Workshop 7th May**

To be held in the Village Hall (Johnson and Tarran Rooms) on Sunday 7th May from 2 to 4 pm.

Liam Percy provided a progress report on preparations for the sites and housing strategy session. A further preparation meeting is planned for Friday 5th May. Objectives for this session are to examine the evidence base to define community housing priorities, and a strategy for sizes and number of sites. Scope will also include definition of selection criteria which will be used later in the site selection process.

Note: Site assessment / scoring and site selection are not in scope for this workshop.

Derek Simpson provided a progress report on preparation for the Settlement Character work. Maps are being prepared by HDC (there may be a charge). HDC will also lend some display boards. Allan Mortimer will collect the maps and boards from HDC.

Objectives for this part of the workshop are: i) to review the Green Space and Settlement Character Areas proposals, identify any “missing” proposals, check boundaries and data used in determining preferred or non-preferred status; ii) review and amend as required the set of buildings, frontages and vistas which make significant contributions to the settlement character.

Note: Resolving conflicts between development proposals and Green Space designations is not within the scope of this workshop.

Following the workshop an updated draft of the Settlement Character Assessment will be prepared and agreed with HDC.

b) Workshop Week of 12th June

This will be held on a mid-week night, date will be finalised subject to the availability of Peter Duncan (Chair of Stocksfield Community Led Housing project).

Scope will be finalised after the May 7th workshop but will probably include sessions on:

- Community Led Housing
- Definition of site selection criteria, and possibly preliminary site scoring
- Design policy development (moving forward from Village Design Statement)

Note: Site selection will not be in scope of this workshop.

c) Village Event 24th June

The focus for this will be to provide information on progress so far, and generate feedback to inform policy development and the site selection process.

This is one of the best opportunities to gain access to those who have not yet engaged with the Neighbourhood Plan process.

d) Landowner / Agent / Developer Event (Early July)

It would not be appropriate to make site selections without taking input from Landowners / Agents / Developers on their intentions for their particular sites. This would be a public session giving the site promoters the opportunity to describe their proposals, and giving the community the opportunity to ask questions.

We provide a reasonable lead time for participants (say 4 to 6 weeks), and gauge the level of interest in participation before finalising the format.

Note: Site selection will not be finalised until after this event.

6. Schedule Of Responses – Follow-up Actions

a) RPC Input

Richard Readman reported that the Parish Council had held a meeting to go through the issues forwarded to them, and that he thought they had been written up. This will be followed up at the Parish Council meeting on Monday 8th May.

Action: Allan Mortimer – request status update from RPC.

b) *Input From Other Parties*

During the preparation of the Schedule of Responses, a need to obtain information or opinions from other parties was identified on a variety of issues.

Contact has been made with NYCC education, and the GP on capacity issues.

The relevant comments need to be collated into groups and forwarded to an appropriate person in each organisation.

Action: Allan Mortimer: Collate comments, identify contacts etc.

c) *Potential Development Sites Suggested Through The Questionnaire*

Liam Percy advised that he has identified most of the owners of these potential sites, and will be making contact with them shortly to enquire about their intentions. As previously agreed, sites will be eliminated from the process unless the site owner expresses a clear intention to make it available for development.

Action: Liam Percy – identify & contact site owners.

d) *Updates To Schedule Of Responses*

No information to be added since last meeting.

7. *Issues To Refer To Rudby Parish Council*

Allan Mortimer will flag up potential need for a special purpose meeting in late July in relation to possible submission of site selection to Local Plan.

8. *AOB*

None

Appendix 1: S/073/002 Revised Site Plan Provided By Site Owner.

