

## Coombe Bissett and Homington Neighbourhood Plan Steering Group Meeting

1st August 2019

### CC's private residence

Present: Steering group - Christine Cooper (CC), David Parson (DP), TM (Tim Mynott), Alastair Lack (AL), Pauline Cullis (PC). Amy Burnett (AB, DinT). Parish Councillors – Derrek Ratue (DR), Abigail Bird (ABi), Chris Chelu (CCh).

Apologies: Des Hobson (DH), Pippa Crosthwaite (PCr), Anna McBride (AMc, WC Link Officer).

Actions highlighted in **bold**.

### Recap on progress to date: evidence base and process

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The purpose of the meeting was to ensure that the Parish Council (PC) and steering group members:

1. Were informed of the progress to date on gathering an evidence base on housing needs<sup>1</sup> with a view to the PC agreeing to housing need objectives for the plan. The community can then comment on whether these are suitable and welcome for the parish.
2. To agree a plan of action to respond to important documents that can inform any site allocations and an overall number of dwellings that could be put forward in the plan.
3. To agree to a plan of action for consultation on the site assessment report and emerging plan objectives.

CC outlined the evidence base-gathering process to date whereby the steering group have commissioned a housing need assessment (AECOM, final), a site assessment report (AECOM, draft) and a design code (AECOM, draft) through the Locality technical support programme. Amy Burnett (DinT) supported the Community Questionnaire design and analysis.

AB gave a draft summary of the results of these documents (NB: AB to reassess Community Questionnaire data for those indicating a need of 4 and above, as indicated in the action points in the April 2019 report). An interim target of approximately 10-15 dwellings appears to be emerging from the evidence thus far. **AB/CC to share the summary comparison of housing need evidence base with the PC once all data has been considered.**

AB is working with DP on a list of Local Green Spaces (LGS) that could be protected by the Neighbourhood Plan. **CC to share LGS outputs in due course.** AB suggested that for green spaces

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<sup>1</sup> At present, there is no strategic requirement for the parish for development, however with the plan period extending into the end of the next WC Local Plan period (2027-2036) the steering group wishes to ensure that local priorities and needs are adequately considered in the development of the plan's objectives. Meanwhile, WC is at present currently reviewing housing targets across the county and, as such, efforts to assess local need and site availability can complement this process with local knowledge. The villages also wish to be thriving and sustainable places to live in the future.

which do not meet the criteria of an LGS (as set out in the NPPF) the PC could write to landowners and facilitate a voluntary agreement to maintain/protect noted assets in private ownership.

AECOM has indicated a relatively quick turnaround for comments on the draft Design Guide. The site assessment deadline appears more flexible. To ensure all (steering group, PC and WC) have opportunity to comment **CC to request an extension on comments for both reports to the end of August. PC comments to be sent to Parish Clerk to be collated before sending to CC.**

The group also agreed that WC should be sent a copy of the draft site assessment and design reports to reconcile all comments by the end of August. This could then hopefully inform ongoing work within WC regarding potential development priorities in the local area to prepare for the next Local Plan (2027-2036). **CC to send a copy of the draft site assessment report and draft design report to WC for comment by the end of August.**

## Discussion of sites

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CC presented a summary of the site assessment report. While the site assessment report is still in draft form and the PC is considering the report the names of these sites will not be published publicly.<sup>2</sup>

Following the completion of the site assessment, two sites were deemed **suitable** to take forward for a residential allocation through the Neighbourhood Plan.

Three sites were potentially suitable to take forward through the Neighbourhood Plan but have **some minor constraints** which would need to be addressed prior to development. Six sites were **not** recommended for development.

CC required confirmation from the PC as to whether to incorporate landowner feedback ahead of the site assessment report being finalised. Those present agreed that a factual confirmation of the correct site outline for each site was sufficient for landowner feedback. **CC to contact landowners with the site outline as assessed by AECOM and confirm a final site assessment report will be likely shared early/mid-September.**

**The group will endeavour to find alternative ways to source information for sites assessed where this is currently lacking.**

CCh suggested that a staged development could be proposed on one site so that some older persons' housing could be allocated on the site; further land could be released should it be required (e.g. at the point of a 5-year review of the neighbourhood plan).

CCh raised the issue of whether there was a need for downsizing homes specifically so people can stay in the village.

The group also discussed that a distinction between lower-cost and affordable housing was necessary. CCh had provided written comments by email that challenged AECOM's affordable

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<sup>2</sup> The full list of sites will be available for public comment at the Community Feedback Day.

housing tenure split. The group also discussed issues of drainage and springs relating to some assessed sites.

The PC indicated they had sufficient information to make a decision on which sites they would recommend putting forward in the plan. The possibility of potential preferred reserve site(s) was also mentioned, should there be issues with availability and landownership on some sites. The PC would inform the Steering Group of their wishes in early September.

CC to check with WC whether the plan requires a Strategic Environmental Assessment once the PC have indicated which sites they would like to put forward to the community.

## Community Engagement

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Several community groups have been consulted on the emerging results so far, CC has provided regular community updates and representatives of the steering group presented some Design guidelines at the July plant sale.

The group agreed that to allow time for AECOM to finalise the site assessment report and design code report, as well as to prepare objectives and other information, the Community Feedback Day should be held in October.

Those present agreed that two events would be suitable – one Saturday and one evening event – to provide all information on assessed sites, share all finalised reports and a summary of their content as well as working objectives for comment. Any written progress on the draft plan could also be shared, depending on how much progress is made on this before the event/s. All comments should be systematically documented, though it was noted that there were only two comments on the headline Design code information.

ABi said that CC can channel NP information through the Facebook Group *Coombe Bissett Community* (which ABi manages). **CC to share updates via FB group and to advertise the event locally (including leaflets at the Shop and a press release in the Express, depending on the date/s set and tying in with distribution timeline).**

The PC meets early September and then again in November. The PC would need to discuss arrangements for the Community Feedback Day and recommendations for any site allocations with the steering group in more detail

**CC will email the Parish Clerk with the action points from the meeting; the minutes will be posted on the website as usual.**