

Walford Parish Neighbourhood Development Plan

Report of progress to Walford Parish Council Meeting 4th September 2019

Written by the chair: Andrew De La Haye

1. Walford Parish is required to increase its housing by 14% between 2011 and 2031. This equates to 91 new houses based on 648 houses on the HCC register in April 2011. It is required to demonstrate how and where it would put these houses. It must place these houses within the main settlement of Walford (Coughton), and the minor settlements of Bishopswood and Howle Hill.
2. Currently there are 9 completed houses and 23 commitments leaving 59 more to go.
3. The Walford Parish Neighbourhood Planning Committee has met three times since my last report and has progressed many items of planning and organising, as well as outlining the process of making an NDP in order to educate ourselves and the parish council. In addition we have met with our supporting planning officer in HCC, Karla Johnson, and she has given us a good understanding of how the plan can be developed including some good guidance notes as well as an evidence base and the types of support available from HCC.
4. Since my last report we have had one member withdraw (Richard Jackson) from the committee and we request an additional member to join, namely Chris Barron, who has extensive experience in planning matters within the parish. *I request your approval for Chris to join the group.*
5. I ask for any questions or comments about the following documents which are designed to inform you all at a high level about what it is we are doing.
 - 5.1. **National and local planning hierarchy** which shows the relationship between NPPF and Core Strategy and our NDP.

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- 5.2. **Outline NDP document** which gives an idea of the content headings of the draft NDP. We will develop the content based on these.
- 5.3. **Project statutory deliverables** which are the things that we must deliver to HCC or which must be delivered to us by HCC. There will be many more deliverables which will support us in developing the plan in the best interests of the parish.
- 5.4. **Outline project plan Gantt chart** which shows an optimistic overall project timescale of nearly 2 years. It is entirely possible that it may take longer as we are still at the stage of understanding the activities involved. This should become clearer in the next month or two.
6. With respect to the assignment of the steering committee I need the council to instruct us in terms of our **Purpose, Aims and Objectives** as well as our **Terms of Reference**. We have made a proposed draft of these for you to either approve as is, or to modify, so that this becomes a council document issued to the steering group. Please note we are asking to change from a steering committee to a steering group in order to be able to act more efficiently in our meetings.
7. With respect to the council's relationship with HCC in the matter of making an NDP I ask the council chair to sign the **Service Level Agreement (SLA)** so that we can be sure of HCC support and response times when we get to regulatory reviews etc.
8. *I ask approval in principle for the steering group to use consultants and, in line with this, to apply for funding to pay for those consultants.* Funding of up to £9,000 is available from Locality, and Lottery funding of up to £10,000 may also be available. Please let me know any control parameters you wish to apply to us in this matter. The parish council would be the party making the contract with the consultants and the grant funding would be applied for by the parish council.
9. *I also ask your permission to develop an NDP website that is separate from the council website.* A website will be the main vehicle for communication with NDP stakeholders and the project team. The amount and complexity of data required to support the project would

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overcomplicate security, navigation and maintenance if added to the existing website. Many councils have taken the route of a separate NDP website.

9.1. We have a quote from Eyelid Productions – the developers of the existing website - of £440 with an ongoing cost of £90 per annum for the duration of the project. The full amount is expected to be grant funded. On NDP adoption the website will be closed, the majority of data transferred to archive and the final plan and other relevant documents moved to the parish website.

10. Next meeting of the Walford Parish Neighbourhood Planning Group is on 10th September 2019. It will address the selection of appropriate consultants as well as working up our budget and we will be starting to look at the evidence base (such as NPPF and Core Strategy) to understand the constraints which we will be operating under.