

**Albury Parish Neighbourhood Plan Steering Group draft minutes of meeting March 6, 2024,
7.30pm via Zoom**



Present: John Brockwell, Sally Blake, Andi McCann, Peter Gellatly, the following joined at 8pm Stu Bevan and Tim Wall

Chair: Sandra Dennis

Apologies: Fran Breslin

1. **Minutes of the last meeting** held on May 3rd, 2022, were approved.

2. **Updates:** Sandra Dennis updated the group on the following:
 - **New Planning Consultant:** James Garside was employed as our new Planning Consultant to replace Jon Dowty who retired. James has now reviewed the draft NP and provided comment/guidance and will review the HNS, and both AECOM reports.
 - **HNS:** A new Housing Needs Survey was commissioned and was distributed to households in the parish in January 2024. There has been a 25% response rate and we should have a draft report to view within the next 2 weeks. SD will circulate this is due course.
 - **AECOM Design report:** This report is now finished. There may be some small changes required as a consequence of the parish consultations and Reg 14 but this will become obvious in due course. Sally Blake had suggested some further updates which will be incorporated at that stage.
 - **AECOM site report:** AECOM were commissioned to produce an independent report on the viability of the sites put forward by landowners for affordable housing and rural enterprise. This has now been received in draft format for the SG to make comment. Please send any suggested amendments to SD by the end of the following weekend. SD will liaise with James Garside to incorporate any suggestions he may have. SG agreed to go with the recommendations of the report with the exception of site G which the group believed to be formerly developed land and therefore suitable for rural enterprise. It was agreed to keep the contents of the report confidential to the SG until the consultation and not to share with landowners until then. The group will give more thought to how parish comments will influence the outcome of the consultation but it was broadly thought that going with the number of responses was a sensible option.
 - **Budget/grant:** We have had to revert to Locality to make sure that our grant (awarded late 2023) will cover the work that we anticipate will be completed by the end of March 2024. This is important as any underspend will need to be returned to Locality. Given that a general election is pending any future grant funding has not been confirmed. It is therefore essential that we work to complete as much of the project before the end of

March 2024. SD thanked John Brockwell for his unending patience and work to secure the grant.

- **HEA/SEA and NP:** SD and JB had met with James Garside to brief him on the work we need him to complete before the end of March 2024. He will complete the covering letter for the HRA and SEA reports which will be done by GBC. James has reviewed the NP and SD has undertaken to get it to as close to final draft as possible ahead of the parish consultation events. James is also reviewing the evidence-based reports compiled by SG. There was a general discussion around the content of the NP and it was agreed that the Edgeley Park policy should be incorporated into a broader "land use" policy to cover land use in the parish e.g., fisheries, iGAS, landfill site, Woodhill Sandpit and emerging eco lodge tourism. SD will draft wording and circulate for comment.
- **The process from now/Tasks to complete:** Now we have the new HNS and AECOM site report, we are in a position to start the process of informal public consultation with parishioners. SD proposed that this should take place in late April and May starting with the Annual Parish meeting on April 29. All agreed to hold these at the village hall as it has the best parking facilities. Tim Wall will book with Parish Clerk. There are a number of tasks that need to be completed in order for this to happen and they were distributed amongst the group as follows:

Set up open events and produce presentation materials: Tim Wall

Source photos for the NP: Peter Gellatly

Complete NP: SD

Liaise with AECOM re site report changes: SD.

Produce Albury Matters: SD will produce and use to publicize the consultation and distribute in parish magazine April issue.

Compile responses to open events: SD.

Update Rural Enterprise and Travel reports: John Brockwell/Fran Breslin

Produce banner posters to publicize events: John Brockwell/Tim Wall

Produce a brief report justifying key views: Tim Wall

Produce a brief report on Locally Listed Buildings: Andi McCann

Update NP website to allow public access to finish documents and for comment: Stu Bevan

See list of full tasks in note attached.

Please ensure as much work that will incur cost is done prior to March 31 and advise John Brockwell accordingly so that we maximize our Locality Grant funding.

3. **AOB:** None

4. Meeting ended at 9.10pm

