

Albury Parish Neighbourhood Plan Steering Group draft minutes of meeting November 20, 2024,
7.30pm in the village hall and via Zoom



MINUTES

Present: John Brockwell, Sally Blake (via Zoom), Peter Gellatly, Stu Bevan, Tim Wall, Fran Breslin

Chair: Sandra Dennis

Apologies: Andi McCann

1. Minutes of the last meeting held on March 6th, 2024, were approved.

2. Thanks

The Chair thanked members of the Steering Group for their work preparing for and attending the NP Parish consultation events that ran in the spring.

3. Housing Needs Survey 2024

The final Housing Needs Survey report had been received from Surrey Community Action. The SG voted to accept the report proposed by FB and seconded by TW. All agreed.

Stu agreed to add the report to the NP website.

Stu

The SG agreed to recommend the Housing Needs Survey is repeated by the Parish Council every 5 years so that the affordable housing need in the parish can be regularly addressed and remains relevant. It will be up to the Parish Council to determine if it can afford this. SD will incorporate appropriate wording in the NP Housing Policy

SD

The SG discussed how delivery of affordable housing should be managed. It was agreed that it is not the role of the SG to oversee this or to appoint a group to do this, or assess planning applications, or determine who was selected to move into properties or how properties are delivered that are truly affordable. The SG will incorporate the Housing Needs Survey and its recommendations in the form of a policy in the NP and any planning applications will be determined in the normal way by the Parish Council, the community and GBC Planning Department.

The Housing Policy in the NP must make the point that affordable housing must be retained in perpetuity. SG will ask GBC and James Garside if there are formal guidelines on this and if so refer to them in the NP Housing Policy. SD to check.

SD

4. Results of APNP Parish Consultation April-June 2024

A report containing the results of the NP Parish Consultation was circulated to the SG prior to the meeting. It was in 2 parts: The summary report and Appendix 1 which contained all the responses. All addresses had been removed to protect the identity of the respondent.

However, from the information provided it was still able to determine the authors of some of the responses. The SG recognised this could breach GDPR, the promise made to parishioners to keep their responses private and that some residents who rent their properties could be especially compromised if Appendix 1 were published. As such it was agreed that the report and Appendix 1 would be provided to the Parish Council but it would be asked to make sure that Appendix 1 is viewed only by Parish Councillors and should be destroyed after 5 years. To ensure that the comments contained in the responses are implemented the SG will provide short reports for each of the sites outlining the key issues that would need to be addressed by developers preparing planning applications for the sites. Summary versions of these are already included in the summary report of the consultation. The SG decided that Appendix 1 will not be included in the NP or published. FB proposed accepting the report, seconded by PG, all agreed. SD will compile reports summarizing the issues raised in the representations by site for the NP. **SD**

The SG discussed each site A-F to determine if they should be put forward for potential development of affordable housing. In light of the overall positive response to affordable housing it was agreed that all sites should be put forward. It was accepted that although some sites were better received than others, some of these also had the most issues to overcome as raised by respondents to the consultation. There was concern that this might be perceived as a “free for all” to build all 61 properties put forward in the consultation which would have a significantly detrimental effect on the character of Albury village. To overcome this, it was agreed to include a clause in the NP Housing Policy which limits development to delivering only the 17 properties identified in the current Housing Needs Survey addressing size and tenure, and that these must be seen to address the comments raised by respondents to the consultation and the recommendations on design, heritage, character etc. set out in the AECOM Design Guide and AECOM sites analysis reports. SD will draft this into a Housing Policy and consult James Garside on wording. **SD**

It was also agreed to include the Rural Enterprise sites G, H and I, again on the condition that the concerns raised by residents were taken into account in any future planning applications. SD to draft Rural Enterprise policy with James Garside. **SD**

The SG discussed how to communicate the results of the consultation to the parish and decided that this should be published in Albury Matters with a copy distributed to all homes in the parish. SD will draft copy and circulate. **SD**

SEA/HRA

SD advised the SG that the draft NP had been submitted to GBC to determine if it would be subject to a Strategic Environmental Assessment or Habitat Regulations Assessment. Normally these would be done automatically by GBC when they produce a Local Plan but as Albury was not allocated a Housing target in the 2019 Local Plan it was not included their assessments. Provisionally, GBC believe that an HRA will not be necessary but an SEA would be. We need to wait for the outcome of their assessment process and if necessary approach Locality for a technical grant for this. There would be no cost to us. Ultimately, an SEA could rule out one or more of the sites submitted in the consultation but we will have to wait for this process to be completed for the outcome to be known.

Policies and incorporating changes

It was acknowledged by the SG that there had been a positive response from parishioners not only to the sites but also the draft policies. There was a discussion regarding how any issues raised by the consultation could be incorporated into the NP policies. It was agreed that each member take responsibility for a policy and would undertake to review the comments in Appendix 1, identify what might be sensible to include in the policy and recommend how it should be amended. These changes would be the subject of a future meeting in February 2025, allowing SG members adequate time to do this. Responsibility was divided as follows:

Policy 1 Albury Heath Pavilion and Village Hall	Tim
Policy 2 Affordable Homes to meet local need	SD
Policy 3 Rural Enterprise	SD
Policy 4 Albury Conservation Area	Stu
Policy 5 Albury Design Guidance and Codes	SD
Policy 6 Land use	Tim
Policy 7 Infil Residential Development	SD
Policy 8 Locally Listed buildings and Heritage	Stu
Policy 9 Green Infrastructure and Recovery network	Sally
Policy 10 Important views	Fran
Policy 11 Dark skies	Peter
Policy 12 Zero Carbon Design	James Garside/SD
Policy 13 Local services and Community Facilities	Tim
Policy 14 The visitor economy	Peter
Policy 15 Travel and Traffic	Fran/JP/AD

Aidan Dennis has volunteered to analyze the VAS cam data for an update for the NP Policy 15. Please could all the VAS reports be sent to SD by Stu. **Stu**

To help SG members to incorporate parishioners comments these have been highlighted in Appendix 1 in the columns to the right of each individual comment. Please advise SD if you need help finding this. **ALL**

SG members were asked not to limit their changes to the policies alone but also determine what recommendations could be made to the Parish Council. This would be particularly relevant in the areas of Heritage and Traffic. These recommendations can be incorporated in the NP.

A number of members of the SG expressed concern regarding the amended draft policy proposed to replace Policy 12 which had been circulated to SG members by Andi McCann prior to the meeting. Generally, this was felt to be too prescriptive and too binding on the Parish Council. It was acknowledged that this is a moving area which is developing rapidly and that the policy would work better if it gave general guidance towards adopting latest net

zero and carbon design as is sensible. Also much of the detail is already covered in the AECOM Design Guide and other areas of the NP. The SG asked SD to consult with James Garside to find out how this is covered in other NP's and write a Policy accordingly. **SD**

- 5. AOB** Sally advised that the Surrey Hills Committee are working on recommendation of Heritage, Landscape etc. in the Surrey Hills as part of a new report and she will forward details once they become available. **Sally**

- 6. Meeting ended. 9.32pm**

- 7. Date of Next meeting:** SD will circulate some dates for February on WhatsApp