



Meeting note

Job no A432

Stratford on Avon HLAA Review

Attendees

DJ David Jones
MR Miranda Rogers
RM Ruth McKeown
GM Greg Mitchell
CD Chris Dadds

of

Stratford on Avon DC
Stansgate Planning
Hallam Land Management
Gallagher Estates
Baker Associates

Date 18 November 2008

Time 10.00

Location Stratford on Avon Council offices

Apologies

Mark Sullivan	CPRE
Andy Cowan	Warwickshire County Council
Ray Colbourne	GOWM
Paul Bayliss	WMRA
Rohan Torkildsen	English Heritage
Sarah Victor	Environment Agency
Graham Senser	Orbit Housing Association

Circulation of notes: All invited parties

Meeting purpose

To discuss and agree the methodology for undertaking the SHLAA review based on the proposed methodology previously issued by Baker Associates.

Pre meeting note

No response received from any invitee prior to the meeting regarding the methodology.

Record of main points & Actions

1	Introduction	
1.1	CD provided an introduction to the methodology and reflected on the relationship with the “original study” issued Feb 2008 and the shifts in practice and guidance. Also reference made to views expressed by the HBF following the issue of the original study which have shaped the currently proposed methodology.	
2	Main issues of discussion	
2.1	<i>Extent of survey</i>	
2.1.1	It is proposed to limit the call for new sites to the 8 Main Rural Centres plus Stratford-upon-Avon in order to reflect the spatial strategy emerging in the Core Strategy	
2.1.2	It was agreed that the focus on the identified 9 settlements is appropriate.	
2.2	<i>Threshold</i>	
2.2.1	The methodology proposes to reduce the site size threshold from 10 dwellings to 6 dwellings.	
2.2.2	The group considered that the smaller threshold should be supported but acknowledged that the lower threshold may generate increased levels of work.	
2.2.3	There was some concern about how the work may be used by others, notably those wishing to force down the level of greenfield release. However, it was accepted that the reduced threshold will enable a fair view of the potential for housing to come forward from a range of sources.	
2.3	<i>Assessment of sites</i>	
2.3.1	A concern was raised regarding the assessment of large rural brownfield sites.	
2.3.2	CD confirmed that all sites will be assessed. However, it is likely that sites in the countryside will not be considered suitable for development within the context of the existing Development Plan. It may be that through further assessment in parallel with	

	or behind the SHLAA, sites are considered acceptable and therefore are allocated and/or gain planning consent. In these circumstance the sites will be picked up in later reviews as this position becomes clear	
2.3.3	It was agreed that these sites and this approach be specifically referred to in the reporting of the study	CD
2.3.4	The Group considered that a review of densities and character of buildings on all sites should be undertaken to reflect the current and future markets.	CD
2.4	Consultation	
2.4.1	It is proposed to send letters to agents, developers and landowners from the Council's database seeking the identification of sites	
2.4.2	A press release will also be made from the Council.	DJ
2.4.3	It was suggested by the group that those who had previously submitted sites should be asked not only to provide any new information about those sites but also comment on their assessment in the previous study.	CD
2.4.4	Parish or Town Councils and local Councillors in the 9 identified settlements are to be contacted by letter in order to inform them that the review is underway.	CD
2.4.5	It is not proposed to contact all parish/town councils as this is considered to be unnecessarily confusing to the public as many of the parishes are not included in this study.	
2.5	Viability	
2.5.1	It is proposed that, following initial assessment of the sites, a sample will be issued to a group including agents, developers and housebuilders. It is proposed that each individual is asked to consider 2 or 3 sites.	
2.5.2	The group concluded that the whole question of market viability in the present situation is very difficult. However, the approach to considering a sample of sites was endorsed.	
2.5.3	It was identified that the choice of site and assessors does need to be an informed choice, matching sites with people who have	CD

	appropriate skills and experience to be able to assess those sites	
2.5.4	It was concluded that a meeting to discuss viability within the district would be of benefit not just for the SHLAA but also to provide further background to the Core Strategy.	
2.5.5	It was agreed that a meeting in the New Year would form part of the programme	CD
3	Future programme	
3.1.1	It was agreed that a final version of the Methodology be issued to reflect comments arising from the meeting to act as a basis for the study	
3.1.2	Identification of individuals to assess site viability to be undertaken in the period before and immediately after Christmas	