

# **Tysoe Neighbourhood Plan Group – examples of reports and briefing notes to the Parish Council**

## **Briefing note to Tysoe Parish Council from the Neighbourhood Plan Volunteer Group.**

### **To be presented to the Parish Council meeting on 6<sup>th</sup> June 2016**

This note is by way of a brief update on progress made by the Volunteer Group (VG) to date and also an outline plan of work that we recommend is carried out in the near future to progress to a completed Neighbourhood Plan (NP) as soon as possible.

#### **Progress to date**

The VG has familiarised itself with the bulk of relevant correspondence, drafting work and research that exists from the old NPG. This has resulted in a conclusion that the most efficient means of achieving a completed NP is to start with the existing draft and make amendments to it based on the comments from SDC and other informed observers. We do not intend to “reinvent the wheel” on this exercise.

Members of the VG have met with the main author of the Kineton NP (this plan seems to be in the very final phase of being accepted by SDC) to determine what methods they used to generate the plan which may inform our work. A brief note from this meeting is attached as is a list of possible actions that should be considered by Tysoe PC.

The VG have considered the issue of the boundary of the Local Service Village (LSV) of Tysoe and have concluded that it would be beneficial to include Lower Tysoe within the LSV but with certain protections. It is also felt important that the residents of Lower Tysoe be consulted on the implications of being included in the LSV. See draft note on LSV boundary and a draft information paper intended for circulation to residents of Lower Tysoe. These drafts may change as more information is gathered.

Consideration has also been given to the consultation that has already been carried out by the previous NPG. It is felt that the level of consultation certainly matches or exceeds that carried out in Kineton but that the important and possibly controversial matter of consulting on site allocation has clearly not been done.

#### **Work that we recommend is carried out – next steps**

1. Kineton’s strategy of tackling the site allocation matter up front seems to have been successful and we recommend that this is undertaken as a priority.

a. As a precursor to the site allocation work the actual target number of dwellings needs to be determined. A detailed set of questions to SDC needs to be drafted and sent to the right person – does the target change if Lower Tysoe is included? How have recent planning application grants changed the target? Do the four “new” cottages adjacent to the tea room count as 4 or 1 new dwelling? Etc. SDC should also be pressed for their view of whether Lower Tysoe is currently included in the LSV or not – whilst this may not be relevant to our conclusion

it may be relevant to residents of Lower Tysoe who will want to understand the status quo. The briefing document should be sent to residents of Lower Tysoe for questions and comments.

b. We believe that the Housing Needs Survey may need to be updated. The WRCC resource will need to be contacted to determine cost and availability to do this. The VG feel that it is important to understand what obligation exists to ensure sufficient “affordable” housing is made available (this requires a definition of “affordable”) and what obligation, if any, might exist to provide housing protected for people with local connections.

c. The site allocation work needs to be cross referenced to the mapping exercise that has already been completed so that sites can be prioritised and some sites protected. It may be necessary for the mapping work to be overlaid with some form of prioritisation of environmental concerns to support this work.

d. A “call for sites” may also be considered especially if it is found difficult to identify sufficient sites to meet the target.

e. It may be found helpful to engage a planning consultant to assist in drawing up the site allocation. The VG will attempt to draw up a budget and suggested names to be approached for this work.

f. Once the site allocation is in final draft form we recommend that a whole village consultation takes place. Kineton also consulted with developers which apparently proved helpful.

2. Once the work on site allocation has been done this should be incorporated into the current draft of the NP.

a. The redraft should then be edited to make sure it is as concise as possible whilst incorporating all of the comments/observations that have been made. We believe that it may be helpful to have an independent planning expert read the document in addition to the Kineton NP author and possibly also SDC’s Neighbourhood Plan Officer prior to putting the document to the village for final consultation.

b. The final draft NP should also be made available to all statutory groups who may have an interest in the Plan. The more important bodies (Severn Trent, WCC Transport, Environment Agency etc.) should be lobbied for comments pro-actively.

c. After incorporating all relevant comments from a & b above into the NP the document should then be put to the village for a final consultation before being submitted to SDC and, presumably, a referendum.

### **Other matters**

The outline of work above must be seen as a very preliminary work schedule. It is very likely that priorities will change and more tasks will be added as we progress and as we solicit views from planning experts and other sources. However, it was thought useful to make the PC aware of the possible scope of work and priorities as envisaged by the VG at this stage.

If the NP is to be progressed efficiently it is vital that the VG have a sounding board on the PC with delegated authority who will be able to approve next steps without having to wait for the next monthly meeting of the PC, such delay would slow the work un-necessarily. The VG will continue down the path outlined above unless we hear to the contrary. We will supply to the PC for approval a list of people we may want to talk to at SDC and other bodies in order to determine issues as defined above. It would be helpful if the PC could then furnish the VG with a formal mandate to talk to these people with the authority of the PC.

27<sup>th</sup> May, 2016

## **Presentation of the Draft Neighbourhood Plan to Tysoe Parish Council 10<sup>th</sup> April, 2017**

This is a draft Plan which will now be subject to public consultation. The PC will describe the ongoing process in a few minutes.

The preparation of a Neighbourhood Plan is a [legal] requirement of the Parish Council, this has been delegated to a Neighbourhood Plan Steering Committee, who I am representing this evening, and who have prepared this draft Plan.

The purpose of the Plan, the life of which runs until 2031, is to identify where the village is supportive of new housing development in the future and where it is not supportive and also to identify those aspects of the village that are important to the residents and therefore worthy of protection.

The Plan contains policies which are designed to maintain the rural quality of the village, qualities that the residents clearly value very highly. For example, the AONB, the green spaces in the village, the rural views etc.

The Plan sets out certain design criteria which should be adhered to by any future development. These will maintain the aesthetic appearance of the village and protect it from inappropriate development which may spoil the rural nature of the village.

The local Planning Authority, Stratford District Council (SDC), set all Local Service Villages (of which Tysoe is one) a housing target. In our case this was to identify sites on which a minimum of 84 houses could be built during the period 2011 to 2031. Currently 43 houses have either been built or been granted planning permission and we have identified sites for a further 64 houses. This will give a total of 107 which exceeds the target by 23. We believe that this is reasonable given that in the lifetime of the Plan some sites already identified may not be delivered.

We have maintained the premise that Tysoe is one village comprising Upper, Middle and Lower Tysoe, the latter two separated by what we describe as a green Strategic Gap which should be preserved and protected from development. This premise is supported by comments made in the various public consultations. Within the village of Tysoe we have identified two 'built up area' boundaries within which all of the potential development sites are located. Development outside of these boundaries will be resisted and only allowed in certain circumstances e.g. rural workers dwellings, rural exception schemes, replacement dwellings and the appropriate conversion of rural buildings.

In identifying the sites for potential development we have taken into account a number of criteria, the main ones being:

- Any historic, archaeological, natural habitat or flooding considerations on the site.
- The preservation and protection of the AONB
- Preservation of the rural views
- Proximity or encroachment on existing listed buildings
- Size and scale of the potential development in relation to the existing village development.
- Potential planning restrictions – e.g. preservation of existing building lines, road access etc.
- The views and concerns of the village residents as expressed in the public consultation sessions.

The Plan identifies the need to build more smaller (2 & 3 bedroom) houses, more affordable houses and houses for the elderly and we have endeavoured to identify suitable sites for these. This is in response to the recent Housing Needs Survey carried out in late 2016.

It is important to recognise that no building will take place on any site identified unless the owner of the site applies for permission and the SDC Planning Committee approves it.

In preparing the Plan we have used the services of a Planning Consultant, Neil Pearce, who will add a few words in a minute. He has advised a number of PCs on drafting neighbourhood plans and has a great deal of experience in steering Plans through to final approval.

Whilst we have taken note of comments made in the various public meetings regarding the Plan, the final draft document has not been available for scrutiny by the residents until now. It is vitally important that as many residents as possible see and comment upon the Plan as the final document must reflect the thoughts and aspirations of the majority of the village.

We believe that the Pre-Submission Draft Neighbourhood Plan will be ready for a 6 week period of formal public consultation in the next few weeks and we are therefore seeking an endorsement from the PC on the structure and content of the plan prior to launching the Pre- Submission consultation . The PC Chairman will describe in a few minutes how that process will take place.

We will make a map available at the end of this meeting to show where the sites for future potential development are.

I commend the Pre-Submission Draft Neighbourhood Plan to the PC and subject to final adjustments recommend it be endorsed by the PC for public consultation.

## **Annual Parish Meeting 30<sup>th</sup> April, 2018**

### **Neighbourhood Plan update**

Madam Chairman, Councillors,

A year ago we reported that we were only a few weeks away from publishing a draft Plan for 6 weeks of public consultation – here we are again and again we are saying that we are weeks away from presenting the Parish Council with a second draft Plan for their endorsement to go out for a further period of consultation.

A lot has happened in that intervening year. We published our draft Plan at the end of May, 2017 and received an unprecedented response from the residents of Tysoe. Whilst that was very gratifying as it meant that residents were engaged with the process, it led to a huge amount of work to digest and react to the comments we received, especially those from the District Council. We believe that we have now done this and we believe that the new draft Plan reflects those concerns expressed from all sides.

Drafting a document such as the Plan is never easy. One thing is certain – it will not please everyone, but we are endeavouring to draft a Plan that addresses the concerns of all residents as well as we can. We have been very conscious from the beginning that the Plan must be a Plan for the whole village. No group of residents is any more or less important than any other group. We are mindful that the final document will have to be accepted by the majority of residents in the village voting in a referendum and we have therefore always tried to consider the views of all constituents in the village – the young, the old, young families, those who aspire to live in the village and those whose families may have lived here for generations. This has not been easy. We have received robust and sometimes personal criticism of the work we're doing but at the end of the day we have one goal and that is to produce a Plan that considers the position of the entire village.

We believe that we will produce a document which will be a template for continuing the modest growth in housing that Tysoe has seen over recent years, we believe that this is both sustainable and desirable. It will, hopefully, provide support for the school and other village amenities whilst maintaining

the rural and historical context of the village – not an easy balancing act. The document will provide the Parish Council with the tools to manage both the extent and style of new houses in the village. We have received many comments expressing the need to maintain the traditional building style as well as support for small, in-fill developments of small houses. Our policies will endorse these wishes.

One area that concerns us greatly is the provision of affordable housing. There is an indicated need for up to 19 so-called affordable dwellings and whilst it will always be difficult to ensure that developers are compelled to deliver on this, in accordance with the District Council's own policies, we are determined to try to satisfy at least some of the indicated demand. Young families are the life-blood of any community and this is no more so than in rural villages such as Tysoe and we intend to be able to make some real provision in the Plan for this need.

Whilst the provision of housing is always upper most in people's minds when considering the Plan we must remember that it is about far more than that. The Plan has policies that should enable the protection of our environment, historic settings, valued views and landscapes and the assets and facilities that are so highly valued. We believe that we have struck the right balance between protecting what we value so highly and enabling the village to continue to grow and develop in a controlled way. You will be the judge of how well we've succeeded in doing this when you see the next draft.

So, a year on and I am saying that, with a reasonable following wind, we will be able, within weeks, to put in front of the Parish Council a new draft Plan for their endorsement to publish for a period of public consultation. It is vital that once again the residents of Tysoe, the entire village, read and comment on the Plan – even if you agree entirely with what it says it is important for you to tell us that. We need to get this right, it's the village's Plan and it needs to reflect the views of the majority not just the views of a vocal minority.

Finally Madam Chairman, I would like to thank you and your fellow Councillors for your continued support for this project and I would like to thank my colleagues on the Group for all of the countless hours of work that they have put into preparing the Plan – it's not over yet!

## **Tysoe Neighbourhood Plan Group**

### **Parish Council update – 1<sup>st</sup> February, 2019**

Following is an update of our activities:

1. There has been no change to the membership of the Group since the last update.
2. There has been good progress on drafting the Submission version of the Plan. We have the first type-set proof back from the designer.
3. We also have the first draft of the Consultation Statement prepared with only a few gaps to fill in.
4. We are anticipating presenting both documents, the draft Submission Plan and Consultation Statement, to the PC for approval prior to the Council going into pre-election purdah.
5. We don't intend to send a copy of the Plan to every household as we did with the last version. Instead we will send a short letter which will highlight the changes we've incorporated into the Submission version and tell people what the next steps are – it would be helpful for the PC to agree to this.
6. Neil Pearce will be preparing the Statement of Basic Conditions as soon as we have a near final draft Plan
7. We have held discussions with the owner of site 3 about an affordable housing scheme on the site. He has indicated a willingness to seriously consider this. I would like to suggest that the PC hold discussions with him in the near future to agree details.
8. Members of the NPG visited site 1 in Lower Tysoe in early January following the owner's questioning of the route of the BUAB around the site. Having



considered the matter the NPG have decided not to make any change to the BUAB.

9. We were informed, in December, by SDC that a Strategic Environmental Assessment (SEA) of the Plan might be required following the SDC commissioned report on the Plan by consultants Lepus. Natural England had questioned why the reserve sites were not included in the Lepus report. We have suggested to SDC that the Lepus report should be amended to cover the reserve sites to satisfy Natural England. We have heard nothing more about the SEA.

10. Absent any unforeseen delays we should now be able to present the Submission Plan to SDC in March. The SDC consultation on the Plan may be delayed by their period of purdah but even so we would expect the consultation to be complete by the end of June when the Plan will be given to an Inspector. Given a reasonable review by the Inspector we would expect a referendum in late summer.

11. The next meeting of the NPG will be on Thursday 28<sup>th</sup> February at 7.15 in the village hall.