

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906

E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

22nd June 2017

Dear Councillor,

A meeting of the **NEIGHBOURHOOD PLAN COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa, on **WEDNESDAY 28TH JUNE 2017 at 6.00 PM.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To: Councillors: Janet Alty, Sarah Boad, Judith Clarke, Amanda Stevens
(Jill Barker (substitute Member).

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APPOINTMENT OF CHAIRMAN**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

4. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 23rd August 2016 (Report No. 4)

5. **APPOINTMENT OF CONSULTANTS**

To consider the attached Report (Report No. 5)

6. **DROP-IN INFORMATION SESSIONS 18th MAY – 15th JUNE 2017**

To consider the attached Report (Report No. 6)

7. NEIGHBOURHOOD PLAN WEBSITE

To consider progress in relation to development of the website.

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD ON
23RD AUGUST 2016 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors J. Alty (Chair), S.E. Boad, J. Clarke, Daniel Howe and Ann Morrison.
Robert Nash (Town Clerk)

Also present: Mr Neil Pearce (Avon Planning Services)

An apology for absence was received from Councillor Andrew Thompson.

6. DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

7. MINUTES

The Minutes of the meeting held on 21st June, 2016 were confirmed and signed as a correct record.

8. MATTERS ARISING FROM THE MINUTES

(I) Notification of Neighbourhood Plan Area

The Town Clerk reported that the period for comment on the designation of the Neighbourhood Plan area had expired on 19th August and the District Council had been asked to advise on any formal submissions that had been made by interested parties. These details would be subsequently reported to the Council and posted on the District Council website.

Neil Pearce confirmed that any inaccuracies in the wording of the public notice were unlikely to be upheld if pursued through the civil court. The designation of the Plan area could therefore be considered legally safe.

(II) Support for the Plan Process

Neil Pearce of Avon Planning Services was welcomed to the meeting by the Chair and asked to indicate the key stages of the Neighbourhood Plan process where professional assistance would be most critical.

The Committee welcomed the fact that Warwick District Council had recently appointed a dedicated Officer to support Neighbourhood Plans which would be of assistance in ensuring that potential issues relating to conformity with the planning process are addressed at an early stage. Neil Pearce advised on the timetable and confirmed that the Council had made good progress with the preparation of a project plan and identification of a Steering Group Constitution. He agreed to assist with providing indicative timescales for the key stages within the Plan and emphasised

that a period of 2-3 years was to be anticipated in taking the process through to the referendum.

Neil Pearce advised the Committee on areas of the Plan that would require specialist support. These included in the main the following:-

- Preparation of a Strategic Environmental Assessment (where necessary)
- A Housing Needs Survey
- Site assessments for specific land allocations
- Basic Conditions Statement
- A pre –submission health check
- Help with design of questionnaires and consultation exercises.

The provision of support in these areas was available to the Steering Group through external sources such as Avon Planning Services and through the technical support provided by the Locality support resource (AECOM and the RICS). In the latter case an expression of interest would need to be submitted outlining the additional support needed.

Neil noted that the Council had taken steps to engage with the wider community in order to establish a Steering Group. This would require those persons taking up a position on such Groups to complete a Declaration of Interest, similar to those completed by Councillors. He would supply a template to the Town Clerk to assist with this protocol.

(III). Options for External Funding

It was noted that the funding available via the Department of Communities and Local Government was £9,000 with up to an additional £6,000 for Communities that satisfied a specific criteria that included areas of high growth, communities of deprivation and populations in excess of 25000 people. It was likely therefore that the Leamington Neighbourhood Plan would qualify for funding up to the maxima of £15,000. Neil Pearce advised that funding through the National Lottery “Awards for All” programme was also available. He would provide the Town Clerk with information on this additional source.

The Committee noted that applications for external funding would need to be closely related to the area of work supported and accompanied by a clear assessment of the costs and a budget analysis.

Mr Pearce was thanked by the Chair for his attendance and advice and he left the meeting

9. NEIGHBOURHOOD PLAN FORUM – 7TH SEPTEMBER

Discussion took place on the format of the Neighbourhood Plan Forum to be held on 7th September at the Town Hall commencing at 6.00 pm. The Committee discussed

the general format of the meeting and it was agreed it should be an opportunity to encourage people to engage with one another in an informal way. The seating arrangements should therefore reflect this.

RESOLVED that the key purpose of the Forum is to:-

- Explain the purpose and value of a Neighbourhood Plan
- Engage with people who wish to participate in the process, whether through membership of a formal Group or through contributing a particular skill or knowledge
- Encourage the identification of key drivers of change and a vision for the Neighbourhood Plan of the Town
- Develop ideas around the organisation of the Neighbourhood Plan process, including the delivery of a launch event;
- Obtain commitment to a programme of action to progress the Plan in accordance with the key stages identified for Neighbourhood Planning.

10. **DRAFT PROJECT PLAN**

Consideration was given to a draft Project plan, (report No. 5). The Town Clerk confirmed that this would accompany any bid for external funding and would be updated with the additional information provided by Avon Planning Services discussed earlier in the meeting.

RESOLVED that the Report is received and approved.

11. **DRAFT COMMUNICATIONS AND ENGAGEMENT STRATEGY**

Consideration was given to a draft Communications and Engagement Strategy (report No. 6) which detailed the basis on which a Neighbourhood Plan could be prepared by means of developing and conveying a clear message that would encourage participation from all sections of the Community.

RESOLVED that the draft Report is adopted as the recommended Communications and Engagement Strategy by the Neighbourhood Plan Steering Group.

12. **PLANNING FOR REAL TRAINING**

Consideration was given to a report (Report No. 7) which reported the conclusions of the recently attended Planning for Real training workshop held on 5th and 6th of July.

It was appreciated that some of the techniques involved in planning for real, such as simulating areas of the Town through models, would not be practicable or cost effective for a Town of the size and diversity of Leamington Spa.

RESOLVED

- (i) that the principle of utilising the various methods (with the exception of the model making) contained within the "Planning for Real" process is applied to ensure effective and worthwhile community engagement in the formative stages of the Neighbourhood Plan.
- (ii) to implement drop-in sessions that are conducted in central, accessible venues within each Town Council Ward (where practicable) to enable maximum resident input and engagement with the concept and ongoing compilation of the Neighbourhood Plan.

The Meeting commenced at 6.00 pm and ended at 7.45 pm.

REPORT TO A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE TO BE HELD ON 28TH JUNE 2017

APPOINTMENT OF CONSULTANT

1. BACKGROUND

- 1.1 Preparation of a Neighbourhood Plan requires the Plan sponsor to follow certain distinct steps along a defined pathway. Each of these steps is set out in the Neighbourhood Plan process – see Appendix.
- 1.2 A Neighbourhood Plan is concerned with land use and establishing policies that, once adopted within an approved Plan, become part of the statutory planning framework. It is important therefore that such policies are based on evidence gathered during the consultation phase and that the policies themselves are drafted to comply with national and local planning policies and other statutory constraints.
- 1.3 The complexity of the Neighbourhood Plan process calls for a level of professional support outside that available to the Town Council. Almost all Neighbourhood Plans have been assisted with professional and technical support from Planning professionals.

2. INVITED EXPRESSIONS OF INTEREST

- 2.1 Several Planning Consultancies with experience in delivering a Neighbourhood Plan have been invited to submit expressions of interest to support the process of developing a Neighbourhood Plan in Leamington Spa. In particular the following areas of work have been identified:-
- Drafting appropriate policies
 - Identifying the rationale to support specific site allocations
 - Undertaking a strategic environmental assessment (SEA) (subject to the local planning authority identifying that one is needed).
 - Health check review of draft NP
 - Drafting a Basic Conditions Statement
 - Support with undertaking the six week pre-submission consultation
 - Collecting and analysing responses from the six week pre-submission (Regulation 14) consultation and assisting with modification of the neighbourhood plan
 - Assisting with understanding whether the Plan is ready for examination (meeting the basic conditions and other legal requirements)
 - Providing training in any legal requirements which will be tested at the examination stage
- 2.2 The following invitees have submitted expressions of interest for this work and are listed in the Appendix:-

Avon Planning Services
Kirkwells
RCOH Ltd

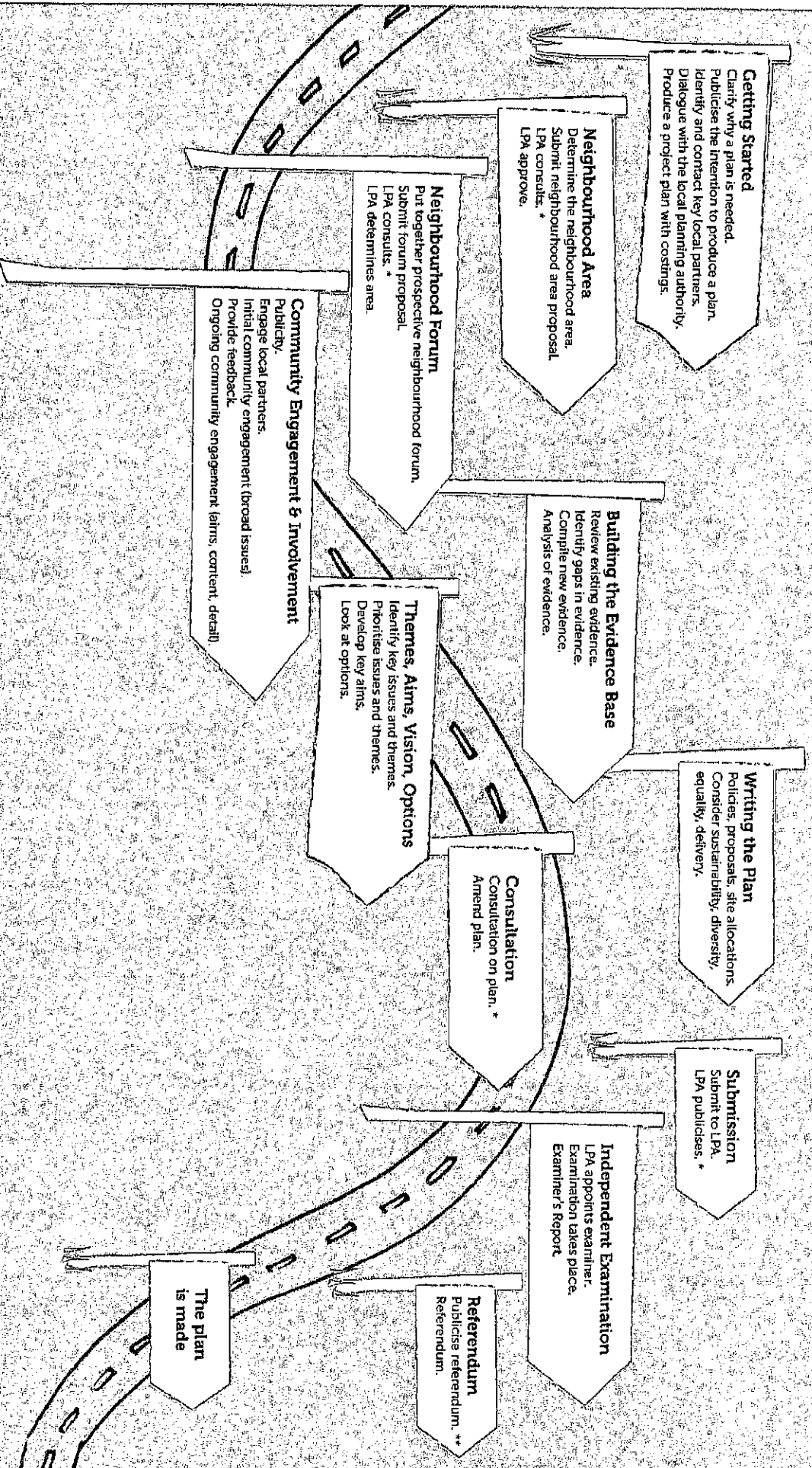
David Holmes Planning Ltd declined to submit a response.

- 2.3 The Council is the body responsible for the Neighbourhood Plan and therefore the determination of these respective expressions of interest and award of a contract will need to be conducted through the Council's Standing Orders and Financial Regulations. Copies of each submission will be emailed to Members of the Committee.
- 2.4 The Committee will need to consider the methodology it wishes to follow in relation to evaluating each of the relevant submissions. This may include:-
- A desk top review of other examples of Neighbourhood Plans delivered to the referendum stage
 - Analysis of references supplied by the Consultancy
 - Clarification of information provided through additional written submissions
 - Interview of candidates to establish background knowledge of Leamington Spa and emerging Warwick District Local Plan issues
- 2.5 The timescale to complete this process is suggested as 7th September at the Council meeting. This will then allow application to be made to Locality without further delay. A contract cannot be accepted until the grant application has been approved.

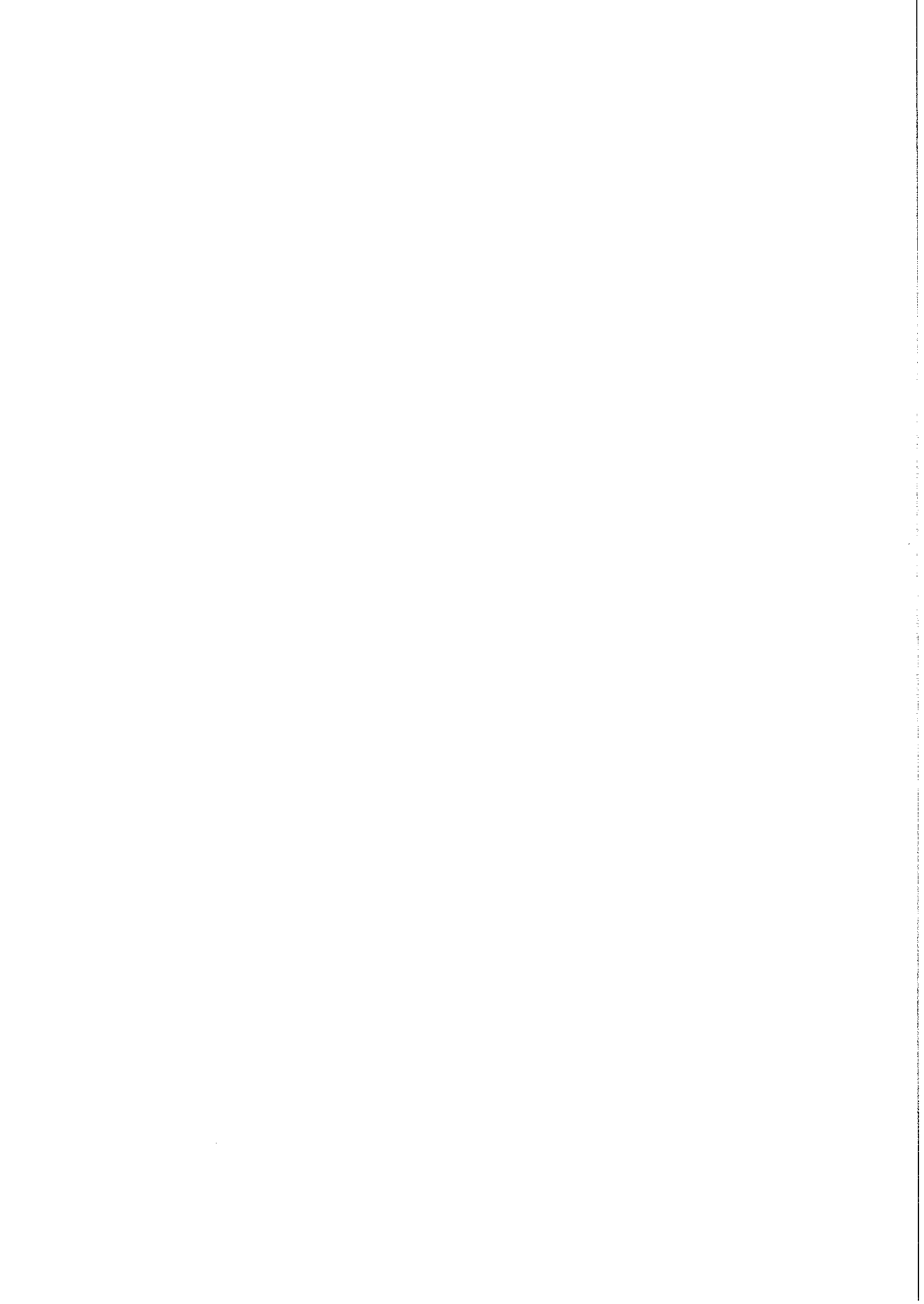
3. RECOMMENDATION

The Committee is asked to consider the respective expressions of interest submitted and approve the next steps in evaluating these prior to formulating a bid for grant assistance.

Neighbourhood Plan Process



* Minimum time - 6 weeks
** Minimum time - 25 working days



LEAMINGTON NEIGHBOURHOOD PLAN
DROP-IN INFORMATION SESSIONS 18th MAY – 15th JUNE 2017

<u>Date and time</u>	<u>Town Council Ward</u>	<u>Location</u>	<u>No. of Volunteers</u>	<u>No of People Engaged</u>
Thursday 18 th May, 6-9pm	Newbold	St Paul's Church Hall	8	27
Saturday 20 th May, 1-4pm	Leam	St Mary's Church Lower Hall	6	20
Saturday 27 th May, 1-4pm	Manor	St Mary Magdalene Octagon Room	6	16
Wednesday 31 st May, 11am-2pm	Brunswick	Brunswick Hub	6	22
Thursday 1 st June, 11am-2pm	Clarendon	South Lodge, Jephson Gardens	7	52
Saturday 3 rd June, 1-4pm	Sydenham	Sydni Centre	6	18
Saturday 10 th June, 1-4pm	Crown	Lillington Free Church Front Hall	7	19
Thursday 15 th June, 6-9pm	Milverton	St Mark's Church Lounge	6	25

Total number of people engaged at drop-ins – 199

Also attended Leamington Peace Festival, Saturday 17th June, 10:30am – 5:30pm – 46 people engaged.

Warwick University has returned 105 priority cards from students.

Total engaged during this consultation round – 350

Top ten priorities for residents (non-students):

1. Cycling and cycle routes
2. Green/open spaces
3. Parking
4. Traffic management
5. Retail support
6. Cleanliness
7. HMO/Student accommodation
8. Affordable housing
9. Pedestrian safety
10. New housing, Old Town and Homelessness

Top ten priorities for students:

1. Public Transport
2. Pedestrian safety
3. Homelessness
4. Cleanliness
5. HMO/Student accommodation
6. Green/open space
7. NHS provision
8. Affordable housing
9. Parking
10. Anti social behaviour