

# **Minutes of the “Droitwich Spa Neighbourhood Plan Steering Group” Meeting held at 10.30am on 26 January 2023 (Meeting Number 3).**

Venue - St Richards House Council Chamber

Persons attending – Councillor GR Brookes – (Leader of the Town Council & Designated Elected Member with responsibility for NHP matters including communication & liaison).

- Dr David Nicholson – Appointed Consultant
- Mr Michael Howard
- Mr Paul Jones
- Katy Prew – Deputy Town Clerk (Community & Amenities)
- Mark Keld – Town Clerk

Apologies were noted from Councillor AH Laird.

In general discussion the following points were updated and reported. Positive momentum has been maintained since mid- December 2022. Key points include the following.

1. The Drafted Housing Needs Assessment (HNA) has been produced and received from AECOM on 10<sup>th</sup> January 2023. The HNA is a substantial and technical document providing factual background evidence for the NDP. The Consultant has worked to provide comments and feedback of a detailed evidence-based perspective (This is not policy orientated). The drafted comments were summarised and explained by David .The protocol is for the Consultants draft response to such documents to be provided for Officers to then respond to AECOM.
2. Further engagement has taken place with AECOM on 12<sup>th</sup> January 2023 to progress the Technical Support work stream for Design Codes. AECOM have assigned their Regional Design Director (Urban Design) based in Manchester to support taking this forward. The contact has experience with this area having undertaken similar work in Kidderminster and Bromsgrove recently. A further Inception Teams Meeting took place on 22 February 2023 with the assigned AECOM Officers, David and the Town Clerk. A Visit for Design Codes by AECOM is being finalised for Thursday 16<sup>th</sup> March 2023, meeting from 11.00am.
3. In addition to point 2 dialogue is being taken forward with the Senior Architectural Designer working with “Create Streets” on a new Design Code for the District for WDC. Initial discussion take place on 16<sup>th</sup> January and it is hoped to align the WDC initiative with the NDP project for the Town Council. This will now move forward from mid- March following the Public Launch Event.

#### 4. General updating.

- (a) An update of the two progressing Technical Support work streams being taken forward with AECOM so far – these being – Design Codes and Housing Needs Assessment. Noted that work for the Site Assessments started in the New Year (Work package NP3).
- (b) A general update from the Consultant of the work packages to date.
- (c) Part of work package NP2 for the Residents Questionnaire Survey is now being prepared. An integral part of this is a Communications Strategy. With this regard to recap on the separate meeting which took place for the Consultant & Town Clerk on 30<sup>th</sup> November 2022.
- (d) An update of changes and enhancement works resolved in December for the Town Council website - in order to enable that NDP project content can be integrated during 2023. The web site service provide has indicated that work should be completed through January to enable digital content to start being added. Live date for the reformatted web site from w/c 20.02.2023

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- (e) To confirm that the arrangements for free access to the Ordnance Survey Data Hub and connected Members Portal for mapping and documents has been arranged week commencing 3<sup>rd</sup> January 2023.
- (f) To confirm arrangements and forward publicity for the anticipated public launch event for the NDP on Monday 13<sup>th</sup> March 2023. This is to be part of the Town Meeting date arrangements. David provided a Full overview of the draft presentation to be part of the launch Afternoon on 13.03. The anticipated format is 3.00pm to 6.00pm drop in event before the scheduled Town Meeting. There will be a short presentation at 4.30pm led by David comprising the slides discussed and agreed at this meeting. There will be a focused questions and answers session after the presentation, including support representation from Andy Ford – Wychavon District Council Planning.
- (g) The Residents letter to notify the Launch Event date and arrangements includes the link details for the Town Council website and the online short NDP Survey This was also discussed and agreed in terms of the seven suggested questions .The letter is to be issued to all 11.5K Droitwich Spa households on Civic letterhead from the Mayor and dated February 2023. Arrangements for distribution are to start from 17 February 2023 to enable reasonable forward notice and the online questionnaire will be available from 20 February until 31 March 2023.
- (h) Additional press/media releases will be coordinated to align with the Town Meeting Agenda being prepared and published in early March. A website News Item has been published from 20<sup>th</sup> February to link with the questionnaire and letter.

Date of the next meeting to finalised separately.

Meeting Closed 12.20pm

Mark Keld

23 February 2023