

# Minutes of the “Droitwich Spa Neighbourhood Plan Steering Group”

## Meeting held at 10.50am on 22August 2022

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).

- Councillor AH Laird
- Dr David Nicholson – Appointed Consultant
- Mr Michael Howard
- Mr Paul Jones
- Mark Keld – Town Clerk

### Introductions

Councillor Brookes introduced and welcomed Michael and Paul. David (Consultant) provided an overview of the NHP concept and process. This included covering various questions. Two key benefits in particular were highlighted of the NHP project as follows,

- (a) Design aspect for new build housing.
- (b) Taking aspects & information forward from the Wychavon Town Centre prospectus on housing site allocations and land use scope identified.

### Background

The Town Clerk provided a brief overview of the current position for the project as follows,

May 2021- Following resolution at the DSTC AGM Councillor Brookes had taken over the designated Role as Elected Member responsible for NHP matters.

June to Sept 2021 – “Issues & Options” for delivery of a project had been researched, collated and presented for Council. This included liaison with Peer Councils, WDC Planning, professional consultants and CALC.

March to May 2022- 3 professional consultants had been separately approached for input, options and fee proposals. Further contact and liaison with WDC Planning.

EGM 18 July 2022- Resolved by DSTC to resurrect the project to deliver an NHP for Droitwich Spa which had been suspended during September 2018. Further resolved to accept the fee proposal and scoping brief provided by Dr David Nicholson from DJN Planning as the professional consultant to support delivery of the project.

August 2022- Town Clerk has completed and submitted a Locality Application for grant funding and technical support packages. Both aspects have been acknowledged by Locality and the assessment timescale is up to 5 weeks from receipt (submission dated 11.08.2022).

- (a) Funding Scope - Positively the recommendation for funding acceptance as at 23.08.22 is £9K of the £10K eligibility applied for. A Further positive indication is that the maximum threshold of £18K is likely to be available with the consideration that additional sites for housing allocation are to be included in the NHP – over those already specified within the emerging SWDPR. The additional funding will be a further application during the course of the project. This should comfortably cover all professional fees outlined within the fee proposal. David qualified that his formal professional work would commence when the Locality Grant had been confirmed as paid to DSTC.

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(b) Technical Support – At this stage it is expected at least three technical support packages will be applied for as follows,

- Design Codes for New Housing
- Housing Needs Assessment
- Site Viability - Suitability assessment for housing allocation

The Design Codes support was applied for within the submission of 11.08.22. This has been acknowledged by AECOM (the Service Provider for Locality) and a Zoom call has been arranged to discuss options to take forward –tentative Wednesday 7<sup>th</sup> Sept @ 10.00am. In preparation the Town Clerk has provided hard copies of the WDC Town Centre prospectus and the content and link for the Ombersley & Doverdale NHP Design Statement for all Steering Group Members. In general discussion the importance of design code in relation to the historic buildings, heritage aspects and preserving the unique character of Droitwich Spa was agreed.

#### General

1. Steering Group Meetings were discussed as likely to be required on an approximate quarterly basis throughout the NHP process.
2. Minutes are to be taken and will be added to the Town Council website.
3. The Website is scheduled to be updated during late September/October by the Administrator. This work will include,
  - (a) Training on content management for the new DSTC officer – expected appointment Sept/Oct 2022.
  - (b) Archiving of older content to free up website capacity.
  - (c) The addition of new tabs to enable mapping content (in collaboration with WDC Planning) and NHP papers & documents (including the aforementioned Steering Group Meetings minutes).
4. Date of the next meeting to finalised separately.
5. Meeting Closed 12.20pm

Mark Keld

23 August 2022