

LOCAL PLAN ADVISORY GROUP

Monday, 16 March 2020

Attendance:

Councillors

Brook
Horrill

Thompson
Weir

Apologies for Absence:

Councillors Porter, Evans and Rutter

A full audio recording of this meeting is available via this link:

[Full audio recording](#)

1. **APOLOGIES AND CHAIRPERSON FOR THE MEETING**

Apologies were received as detailed in above. In the absence of Councillor Porter, the meeting was chaired by Councillor Thompson.

2. **DISCLOSURE OF INTERESTS**

None.

3. **TO NOTE ANY REQUEST FROM COUNCILLORS TO MAKE REPRESENTATIONS ON AN AGENDA ITEM**

None.

4. **DRAFT TERMS OF REFERENCE (INCLUDING THE WAY THE GROUP WILL OPERATE)**

The proposed terms of reference had been circulated to Group Members prior to the meeting as set out below:

The purpose of the Advisory Group is to receive updates and discuss matters relating to the preparation of the Council's Local Plan and to assist the Cabinet and Council in their decision making so as to ensure:

- *that the preparation of the Local Plan is integrated with the wider aims and objectives of the Council on behalf of its communities*

- *that Members are actively informed on progress on the Local Plan and provided with appropriate opportunities to participate in policy development*
- *that there is a shared understanding of issues relating the preparation of the evidence base, arrangements for community involvement, duty to cooperate with neighbouring authorities, preparation and publication of documents and associated public consultation.*
- *that there are high levels of public engagement with the preparation of the Local Plan*

Whilst noting that decision making is a matter for Cabinet and Council, the Advisory Group may be expected to comment upon:

- *the implications of the emerging evidence base and arrangements for community involvement; publication of preparatory draft documents and associated public consultation.*
- *any Local Plan document for initial consultation;*
- *any Proposed Submission Local Plan Document prior to submission to the Secretary of State.*
- *the Inspector's report and recommended modifications after the Examination.*

Whilst it will normally meet in public the Advisory Group may meet privately to discuss matters which are confidential or policy related at the discretion of the Chairperson. As a non-decision making body the format of information and advice to the Advisory Group will primarily be by presentation and oral update rather than written report. A brief minute of the Advisory Group will be taken.

The Strategic Director responded to Members' questions and the following points were clarified:

- As an informal group, it was not authorised to request any work be carried out. However, under delegated powers, the Cabinet Member could give such authorisation, taking advice from the Group.
- In exceptional circumstances, it might be necessary to hold the meetings in private (for example, if considering commercially sensitive information) but the intention was to meet in public as far as possible.
- The meeting was not part of the formal decision-making process. A brief minute would be produced, in the form of action points, and meetings would be audio recorded.
- The timings and frequency of meetings would be arranged to tie in with the Local Development Scheme (LDS) schedule. Future dates would be discussed with the Cabinet Member and published as soon as possible.
- The LDS had been approved at Cabinet on 11 March 2020 with the proposed new Plan period being extended to 2038.

Action agreed:

- That the terms of office of the advisory group be agreed as set out in italics above.
- That the group would meet in public, apart from in exceptional circumstances where the particular subject matter required a meeting to be held in private.

- That future dates and times for the group be agreed and published as soon as possible.

5. **LOCAL PLAN TIMETABLE AND THE NEXT STEPS**

The Strategic Planning Manager gave a presentation which provided further information on this agenda item together with the other items for consideration at the meeting below. The presentation is available on the website [here](#)

Members' questions were responded to and it was confirmed that the Council was in a sound position regarding its housing supply and the revised timetable was realistic.

6. **UPDATE ON THE LOCAL PLAN EVIDENCE BASE AND THE ARRANGEMENTS FOR PUBLISHING THE EVIDENCE BASE**

The Strategic Planning Manager presentation refers (see link above) and officers responded to Members' comments and questions.

Action agreed:

- That the Local Housing Needs Assessment and Strategic Housing Market Assessment be published on the Council's website as soon as possible (with a request that the page be as easily accessible as possible).
- That consideration be given to linking the local plan timetable and the timetable for the delivery of other key strategies (for example, the Movement Strategy) into the Local Plan process.

7. **VILLAGE DESIGN STATEMENTS**

The Strategic Planning Manager presentation refers (see link above) and officers responded to Members' comments and questions.

Action agreed:

- Although outside the remit of this Group, the Cabinet Member for Built Environment and Wellbeing be asked to give consideration to the number of Conservation Area Appraisals requiring update.

8. **UPDATE ON THE PARTNERSHIP FOR SOUTH HAMPSHIRE (PFSH) WORK**

The Strategic Planning Manager presentation refers (see link above) and officers responded to Members' comments and questions.

9. **UPDATE ON DUTY TO CO-OPERATE MEETINGS WITH OTHER LOCAL PLANNING AUTHORITIES**

The Strategic Planning Manager presentation refers (see link above).

10. **PUBLIC PARTICIPATION**

With the agreement of the Chairperson, Patrick Davies addressed the meeting as summarised briefly below.

Welcomed work of the group and the detailed timetable and requested that terms of reference be published. Queried whether clarification of the Government's future proposals for production of Local Plans was available. On behalf of City of Winchester Trust, hoped that the Council would continue the cooperative approach previously adopted. Requested an update on the proposed Design Statement for Central Winchester.

The Strategic Director and the Strategic Director: Place responded to comments made.

Action agreed:

- That future agendas for the Advisory Group include a public participation item.

The meeting commenced at 2.00 pm and concluded at 3.10 pm

Chairperson