MINUTES OF THE CORE STRATEGY WORKING GROUP HELD ON WEDNESDAY 30 JANUARY 2013

PRESENT: Cllr R Sherras (Chairman) Cllr S Bibby Cllr G Mirfin Cllr Thompson Cllr Knox Marshal Scott John Heap Colin Hirst John Macholc Olwen Heap

APOLOGIES

Apologies for absence were submitted on behalf of Cllr Rogerson, and Jane Pearson.

MINUTES OF LAST MEETING

These were circulated and approved as a correct record.

NLP had been in touch with Colin to inform him that the Census migration figures would not be available until mid March for the Headroom refresh. They would keep Colin informed of any delays.

Marshal gave the group an update on the report that had been presented to P & F. They had agreed

- A permanent full time appointment of Senior Planner for the Core Strategy
- Upto £100k extra to cover costs of the refresh
- The bringing forward of software module for NLPG
- A temporary Senior Planner appeals
- Upto £100k planning appeals reserve

CURRENT PROGRAMME

Colin circulated a new programme that included columns for 'Commissioned work \pounds ' and 'Estimates for works yet to be commissioned'.

He gave the group an update on progress made since the last meeting.

PAS would be providing a number of additional days of support. Colin was due to meet Drummond-Hey to discuss the SHMA and would take the opportunity to discuss Viability with them.

Colin would speak to PAS about the general scope of 'Services/Facilities/Local Economy'. It was likely that areas of work could be built into other commissions; although an external 'retail' study would still be required.

Colin had been feeding into the PAS tool our Headline Tasks and Milestones that enabled him to be able to identify 'pinch-points' and peaks. It was imperative that the programme of work be kept running smoothly and to schedule as there was not much room for leeway. Any slip in the timetable would have a knock-on effect. This also meant keeping the consultants to timescale. There will also be the need to schedule an additional P & D committee into the cycle to deal with any issues that need committee approval; particularly around the time when 'finished' tasks were being assessed – April. Advice from the Inspector may need to be sought if a change in major policy becomes apparent.

Issues regarding keeping both councillors and members of the public aware of progress also need to be addressed.

As soon as 'new' evidence is reported to P & D committee and used as a background paper this also becomes public information and of interest to developers or challengers to the CS. The working group will already have had the opportunity to look at the renewed evidence before presentation to committee.

CH <u>ACTION</u>: Colin would circulate the spreadsheet once it was completed.

There will be an agenda item on how to disseminate / communicate information at a future meeting.

<u>SHLAA</u>

Colin reported on the progress made with the SHLAA and outlined the next steps that would be taken. This included a 'call for new sites' that would go out next week on the Council's website. Any new sites would then need to be completely assessed against the SHLAA model.

The main issue was that of viability – it was felt that this piece of work should be done externally. However a methodology needed to be decided upon first eg inclusion of consideration of minerals; following recent experience with planning applications.

EMPLOYMENT LAND REVIEW

Colin had received 3 quotes for this work. The cheapest was from BE Group for \pounds 19,885 who had carried out the work for us previously.

CH <u>ACTION</u>: The group agreed that Colin should commission BE Group to carry out the ELR subject to the procurement rules or the outcome of an Emergency Committee meeting, if one was necessary.

RESOURCE IMPLICATIONS

Colin made reference to the additional permanent post approved by P & F. He also reported that Diane C was working extra days on the CS; Rachael/John B were working on the Housing Needs Surveys; Craig was working on economic elements and Sharon O'N and Dave H were also helping out. He acknowledged that this would have a knock-on effect on 'normal' work.

John remarked that close scrutiny was imperative as one extra cost could skew the figures or Colin's input into appeal hearings work would also have an impact – particularly on time frames and the ability to deliver the project.

NEXT MEETING

The next meeting is scheduled for <u>Wednesday 6 February 2013 @ 2.30pm</u> but may be cancelled if not required.

MINUTES OF THE CORE STRATEGY WORKING GROUP HELD ON WEDNESDAY 13 FEBRUARY 2013

PRESENT: Cllr R Sherras (Chairman) Cllr Thompson Marshal Scott Colin Hirst John Macholc Olwen Heap

APOLOGIES

Apologies for absence were submitted on behalf of Cllrs Bibby and Knox. Marshal informed the Chairman that in future only one representative of CMT would attend.

MINUTES OF LAST MEETING

The minutes of the meeting held on 30 January were circulated and approved as a correct record.

CURRENT PROGRAMME

Colin circulated an updated programme for information. New additions to the programme were highlighted in bold. He had also added a section specifically on 'Risks and Issues'. He gave the group a brief update on progress made since the last meeting.

Colin gave the group a demonstration of the PAS Programme Management Tool that would be used to allocate 'man days' over the plan review period. This would be used as a guide that would allow movement and the best use of resources, as well as identifying problem areas. Eg Viability – this would need to be an external commission once the sites have been identified as there is not enough time to complete it in-house.

Colin would need some administrative support in filling the tool in quickly and accurately to make best use of it.

CH <u>ACTION</u>: Colin would aim to complete the spreadsheet by the next meeting on 27 February 2013.

(There will be an agenda item on how to disseminate / communicate information at a future meeting.)

EMPLOYMENT LAND REVIEW

This work had now been commissioned to the BE group. Colin had held an inception meeting and a business survey would be going out this week. The commission would also carry out some Local Facilities work that will include wider employment issues. The piece of work could also be extended to include NPPF requirements that should satisfy the request of the Inspector. One issue that had arisen was that of supplying GIS data – this was being investigated by TL and the IT department to help resolve in the first instance.

There may, however, still be a need to do some retail work in-house – Craig is leading on this.

PAS

PAS were providing some additional days of general support as an overview / sounding board. It had been agreed that w/c 11 March they would start work on a Plan Review.

NEXT MEETING

The next meeting is scheduled for Wednesday 27 February 2013 @ 2.30pm.