

Minutes of Albury Neighbourhood Plan meeting November 23 2017

Attendees: John Brockwell, Steve Scott, Sandra Dennis, Catherine Carr (Chair East Horsley NP Committee), Julia McLung (West Horsley NP Coordinator)

Apologies: John Rowland

1. Introductions
2. Catherine Carr and Julia McClung were invited to talk to the Albury NP group about their experiences of developing their respective Neighbourhood Plans. Both plans are at an advanced stage.

Consultants

Both East and West Horsley employed planning consultants at an early stage, EH (Navigus) and WH (Rcoh, now re named as O'Neill Homer). Both expressed satisfaction with the service provided. Both agencies charged £500 per day.

SD had already approached both consultancies with a view to "pitching" for the Albury NP. Navigus has declined as the company prefers to work with areas of higher development. O'Neill Homer have sent a proposal which **SD will circulate to Steering Group**. O'Neill Homer have worked on almost 100 NP's and have experience with rural areas and large estates.

SD will approach further consultancies with a view to finding 3 to pitch.

Once appointed the lead consultant spent a day with the NP Steering Groups to give direction on information needed to produce the NP.

Steering Group then held a number of local "open house" events for local residents to show them policies and canvas views. Once information was collated the WH NP template was written by the Consultant, the EH NP was written by a local resident with the required experience of planning. The many additional changes were added by the NP Coordinator who liaised with the consultancy in order to produce the final plan.

Grant

Apply for this once consultancy chosen. SD has looked into grant process. Govt. grant exists for £9k but applications must be made by 31 Jan 2018, with grant monies spent within 6 months of award. A new govt. NP grant scheme will be running from in 2018 but details and dates have yet to be announced, including grant monies.

Documents that existed prior to commencement of NP

WH had Emerging Plan, Character Appraisal Report and Housing Needs Survey, EH had nothing. WH confirmed that some pre conceived ideas based on the outcome of previous documents were very unhelpful.

Timetable

East and West Horsley took 2-3 years to produce their NP from the time of appointing planning consultants.

NP website

Both areas had an NP website that was independent from the Parish Council website, with the benefit that documents could be shared between members of the Steering Group. Julia McClunty, designed and managed the WH website and liaised with the planning consultant on behalf of the WH Steering Group. She also did all admin for the project, managing the consultation process and dialogue with the community. Facebook and Twitter were also used for communication.

Steering Group

WH Steering Group included 3 Parish Cllr and 8 local residents that had useful skills, they were split into 3 groups to cover "Housing and Design", "Environment" and "Community". They reported back to the overall group who met monthly. Each sub group had a lead. The main group was headed by a Chair and the Coordinator provided admin backup. WH small business survey asked people where they commuted to work and how.

EH also 3 Parish Cllrs, and 6-8 local residents that were the Steering Group, their sub groups were not part of the Steering Group. Also had a Local Economy Group to work with local businesses.

Both recommended getting the Steering Group together before appointing the consultant so that it is a community driven initiative and not just Parish Council. **JB will contact local people who may be interested in joining the group. SD will ask Roy Hogben for his list of people "eager" to participate.** Need to leaflet wider community to see if anyone else wants to join. Also use Albury Parish News to advertise. Their next deadline Dec 14.

Costs

£9k locality govt. grant to cover cost of consultant only. In addition, cost of Coordinator working 2 days per week, hall hire for consultations, leafleting, website design. Parish Council provided an initial budget per annum in order for the project to progress until grant funding was received. Neither was eligible for the extra £5k govt. grant which is for more complicated NP areas with lots of development.

Consulting the community

WH had an initial "open house" for local people to come and find out about the NP, what policies were and volunteer and a 2nd session for Q+A session and surveys.

EH similar but also had sessions on green outside shops for questionnaires, and engaged with young people via young parents at Raleigh School and asked children to write what they like and what they want to change in their area-prize given. Surrey Community Action starting to get info from young people.

At the end of the meeting it was agreed the following action:

- **John Brockwell** to approach directly local contacts and those provided by Roy Hogben to see who would be interested in joining the Steering Group.
- Leaflet local community in Jan/Feb 2018 asking for people to join the project. **SD** to do 5 bullet points why we need an NP in Albury for leaflet.
- Approach Julia McClunty to see if she would be willing to join the Albury NP as Coordinator. **SD** to approach her.
- Have committee in place by end Feb 2018. **JB**
- Have shortlist of 3 consultants by Feb/March 2018. **SD**
- **SD** to present budget to APC Full Council on Dec 4 to agree initial funding.
- **SD** to find out which consultants did Arundel NP as Michael Baxter was involved.

Date of Next meeting TBC