

# Neighbourhood Plan Meeting for Volunteers, Theme Groups

**Date of Meeting:** Wednesday 21<sup>st</sup> June 2021

**Attendees:** Nick Donnelly, Andrew Gibbons, Martin Yerbury , Jane Wright, Neil Wright, Bill Woolliscroft, Alexa Higgins, Barbara Dent, Helen Varah, Pat Race, Gary Kirk (MD yourlocale), John Martin (yourlocale - environment), Tim Washington (Chair).

## Welcome and introductions.

### Overview of neighbourhood planning.

Yourlocale – setup to support Parishes undertaking neighbourhood plans.

47 Neighbourhood plans have been supported through successful examination / referendum (inc. Ryton on Dunsmore).

A further 29 neighbourhood plans are currently at various stages of progress (inc. Wolvey).

Saddington neighbourhood plan was voted in top 3 in country 2019.

Great Glen neighbourhood plan was only the 2<sup>nd</sup> ever reviewed.

#### **What is neighbourhood planning?**

Transfer of planning powers to communities.

Part of the localism agenda.

Simplification of system – current system is remote and complex.

An opportunity for local people to shape and determine planning policy.

Involves drafting of detailed policies. Can include community actions.

Different from a parish plan.

Wide ranging.

Covers issues such as housing, environment, roads, community, heritage assets, economy, infrastructure.

Funding is available.

#### **Timescales.**

Typically a neighbourhood plan will take anything from 18 months – 2 years.

There is an opportunity to refine the neighbourhood plan up until submission.

Following submission the plan can be reviewed under the following headings – minor changes / major or minor modifications.

#### **Lifespan of plan & when should it be updated?**

A neighbourhood plan will last same length of time as the local plan. When the local plan is reviewed and any evidence changes it's a good idea to consider changing the neighbourhood plan at the same time.

## **Progress of Monks Kirby Neighbourhood Plan (TW).**

A Village Design Statement was produced approx. 25 years ago. A Parish Plan was then developed incorporating the Village Design Statement, but this didn't hold any statutory power within Rugby Borough Council.

Monks Kirby Parish Council applied for grant funding and appointed your locale in early 2020.

Virtual meetings were held and an advisory committee was formed.

A Vision Statement and a questionnaire developed which was submitted to residents in May 2021.

## **Questionnaire findings.**

79 responses – 20% of adult population / Upto 43% of households

### **Most important features of Monks Kirby.**

Access to countryside

Peace & tranquillity

No major through roads

Village character

### **Concerns.**

Fly tipping

Unlawful development

Abuse of greenbelt

### **Housing need.**

Homes for young people

Small family homes

Homes for older people

### **Housing types.**

Owner occupied preferred followed by affordable housing (sale not rent)

### **Potential initiatives.**

Protect wildlife / planting new woods

Maintaining public transport

Renewal energy in new development

## **Vision Statement.**

- Maintains / protects and enhances the inherent character and diversity of the landscape, preserves the sense of tranquillity and open space, both in the village and wider parish
- Manages considered incremental development to meet local need whilst retaining / maintaining the essential characteristics of the parish
- Protects the open spaces and heritage assets of our parish and the views / sight lines into / out of and around the village / parish
- Maintains the strong community spirit and social cohesion that the village enjoys
- Protects the environmental features of and drives sustainability in the parish
- Protects the safety of pedestrians, cyclists and horse riders as well as motorists.

The area covered by the parish plan has had designation confirmed by RBC (parish boundary).

**Action:** TW to circulate questionnaire findings document to attendees.

## **Timetable to Conclusion.**

Theme groups start working together now with a view to conclude this work in approx. 6 months.

A draft is plan put together.

AC/PC sign-off.

Commencement of pre-submission consultation – 6 weeks.

Consideration of comments – amendments.

SG / PC approval.

Submission to Rugby Borough Council – the plan now carries weight in the planning system.

Further consultation – 6 weeks.

Independent examination.

Referendum.

Plan made.

## **Theme Groups.**

- These are the heart of the Neighbourhood Plan presenting an opportunity to drill down into the detail
- The task of the groups is to consider the future of the parish from the perspective of each theme:
  - What's needed
  - What can the planning system do to help?
  - What detail can be added to Rugby Borough Council's strategic policies?
  - Community actions to support the policies?
- Split into groups of interest with facilitator
- Processes of each group is different
- Each group will need a scribe and a lead contact
- Respect for confidentiality and respect for other viewpoints
- Declarations of interest

Groups will meet approx. every 4-6 weeks.

## **1. Housing.**

- **Will consider**
  - Residential site allocations
  - Housing mix
  - Affordable housing
  - Design
  - Settlement boundary
  - Windfall policies
- **Locally important housing related issues**

**Group members:**

Andrew Gibbons, Neil Wright, Bill Woolliscroft, Tim Washington

## 2. Environment

- **Will consider**
  - Local green spaces / important open spaces
  - Important views
  - Biodiversity & wildlife corridors
  - Areas of separation
  - Ridge & furrow
  - Trees & hedges
  - Footpaths, cycleways etc.
  - Heritage issues
  - Renewable energy infrastructure
  - Flooding
- **Primarily desk-top exercise with fieldwork where appropriate.**

### Group members:

Nick Donnelly, Andrew Gibbons, Martin Yerbury, Jane Wright, Helen Varah, Pat Race.

## 3. Community Sustainability

- **Will consider**
  - **Community facilities**
    - Protect existing
    - Support new
    - Education
    - Other services
  - **Employment**
    - Support existing?
    - Promote new?
    - Homeworking?
    - Farming?
    - Broadband?
  - **Transport**
    - Congestion?
    - Parking?
    - Public transport?
    - Speeding?
- **Anything else?**

### Group Members:

Martin Yerbury, Barbara Dent

**Action:** TW to provide yourlocale with contact details.

**Action:** yourlocale to provide initial meeting dates.

**Action:** yourlocale to provide details of all listing buildings.

**Action:** TW to circulate full version of Vision Statement.

**Action:** TW to circulate presentation slides from this meeting

**Action:** TW to circulate Parish and Settlement Boundary Maps

# Monks Kirby Neighbourhood Plan

## Housing Theme Group

### Meeting held on 12 August 2021

#### Minutes

#### **Present:**

Tim Washington, Dan Middleton, Andrew Gibbons, Bill Wooliscroft, Chris Price, Gary Kirk (YourLocale).

#### **Apologies**

Neil Wright; Ian Partridge; Paul Woods; Barbara Dent.

#### **Appointment of Chair and note-taker**

After a brief discussion, Bill agreed to become the Chair in the short term with Andrew taking over later. Dan agreed to take minutes, though was unable to do so at this meeting and Gary agreed to take the notes.

#### **Declarations of interest.**

None were declared. Gary explained that as with PC meetings, it is important that anyone with a pecuniary or social interest in agenda items should declare them. This will not preclude the individual from the discussions (as this is not a decision-making meeting) but it is important to understand the context in which comments are made and declaring an interest will reduce the potential for challenge down the line.

#### **General discussion on approach to housing development**

Those present explained their thinking in relation to future development in the Parish and Gary fed-in the views of Neil and Paul, who he had spoken to before the meeting. There was a wide range of views expressed about a variety of issues:

**Settlement boundary** – the majority view was to retain the settlement boundary as it is although some expressed a desire to see a gradual increase to accommodate future growth given the limited development opportunities within the boundary as it stands. It was noted that the Green Belt and its tight relationship with the built-up area would prohibit the potential for future growth.

**Affordable Housing** – on balance, people felt that Affordable Housing should be supported if evidence of need existed. This was not a unanimous view, however, and there was limited appetite for identifying a specific site for a residential allocation.

**Design** – sympathetic development within the settlement boundary was broadly welcomed. The Village Design Statement was referred to as a document that was still relevant and could be updated through the Neighbourhood Plan and given increased weight. Gary, Neil and Tim to meet to consider how this might be achieved.

**Housing mix** – there was general agreement that smaller dwellings would be supported, including bungalows, in preference to larger houses.

After a discussion where everyone had the opportunity to express their views, there was a general consensus that limited development within the settlement boundary was supported, along with an emphasis on good design, a preference for smaller housing and Affordable Housing outside of the settlement boundary if a local need can be identified.

#### **Sequence of topics to be discussed**

It was agreed that the next meeting would consider the approach to design and receive a paper on housing mix.

Future topics for discussion would include Affordable Housing and criteria for windfall development.

**Date of next meeting**

Wednesday, 1 September 2021. 4:00 pm. Village Hall.

**Monks Kirby Neighbourhood Plan  
Housing Theme Group  
Meeting held on 1<sup>st</sup> September 2021  
Minutes**

**Present:**

Bill Wooliscroft (Chair), Tim Washington, Neil Wright, Andrew Gibbons, Chris Price, Paul Woods; Gary Kirk (YourLocale).

**Apologies**

Dan Middleton, Ian Partridge.

Barbara Dent has joined the environment group.

**Noted of meeting held on 12 August.**

The notes were accepted as a true record except for Andrew being recorded as the person who had agreed to take over as Chair for the group in the longer term, when this should have been recorded as being Chris.

**Matters arising.**

Bill summarised the last meeting by saying that there was a lot that members agreed on, relating to support for limited development in the settlement boundary, an emphasis on good design, a preference for smaller housing and support for Affordable Housing where there is an identified local need.

It was confirmed that the survey results would form part of the evidence base, alongside other elements such as the Rugby Local Plan, the National Planning Policy Framework and census and other local demographic data.

**Declarations of interest.**

None were declared.

**Housing Design**

Gary presented a paper outlining different approaches to design. After a discussion it was agreed to seek to update the Village Design Statement, incorporating elements of the Conservation Area Appraisal where appropriate. It was noted that the purpose of any design guide is not to either block or promote development, but rather to shape development to take into account features of existing properties that could be replicated within separate 'character' areas in the Parish. The eclectic nature of the village was recognised.

Neil, Tim and Chris agreed to meet with Gary on Wednesday 8 September at 4:00 pm outside the Village Hall to commence this work.

**Housing Mix.**

Gary presented a paper building on the discussion that took place at the last meeting. There were a range of views expressed about the future housing need for the parish. In order to help achieve a more balanced housing stock, it will be necessary to promote smaller dwellings (up to 3-bed) because there is a high level of 4+ bed homes and detached housing in the parish. This is also supported by the Rugby Local Plan and residents through the survey analysis.

Bill suggested that the second option put forward in the discussion paper (supporting smaller dwellings of up to 3 beds and bungalows, with 4+ bed roomed properties being supported where they are in a minority) was a preferred option.

Andrew thought that the balance of the existing housing stock (60% detached/40% others) should continue in the future as this had arisen naturally.

Gary made the point that if this was what the group wanted, it should delete the policy from the draft Neighbourhood Plan because the evidence did not support this conclusion and the market would continue to deliver this housing mix if the Neighbourhood Plan remained silent on it.

[Post meeting note: the policy should concentrate on property size rather than type, which will be determined more by the characteristics of the site which is proposed for development. Including a policy proposing a specific split (say, 60/40) will not be possible because it will not apply to developments other than those which allow a 60/40 split – such as developments of 5, 10 etc].

**Date of next meeting**

Wednesday, 6 October 2021. 4:00 pm. Village Hall.



# Monks Kirby Neighbourhood Plan

## Housing Theme Group

### Meeting held on 6 October 2021

#### Minutes

#### **Present:**

Bill Wooliscroft (Chair), Neil Wright, Andrew Gibbons, Paul Woods, Ian Partridge, Gary Kirk (YourLocale).

#### **Apologies**

Dan Middleton, Tim Washington, Chris Price.

Barbara Dent has joined the environment group.

#### **Declarations of interest.**

None were declared.

#### **Noted of meeting held on 1 September.**

The notes were accepted as a true record.

#### **Matters arising.**

There were no matters arising.

#### **Links with Environment Group.**

Martin Yerbury from the Environment Theme Group attended to discuss arrangements for sharing information in relation to local heritage assets. The Environment Group is looking to identify local buildings and structures of interest that are not statutorily listed to recognise them as Non-Designated Heritage Assets. This work may overlap with the design code being prepared by the Housing Theme Group.

It was agreed that the work by both groups in this area would be shared to help inform each other's deliberations.

#### **Meeting between the Housing Group Chair and Maxine Symonds from RBC.**

Bill reported back on his meeting with RBC.

Maxine raised the update to the definition of Affordable Housing which is now required to include a new product called 'First Homes' which will effectively replace 'Starter Homes'. This was noted.

The extent of the Green Belt was noted, reaching the settlement boundary for the village.

The status of the village as a 'Local Need Settlement' was discussed and its position towards the top of this classification. The potential for any review of the settlement hierarchy by RBC to reclassify Monks Kirby as a Main Rural Settlement was noted, but it was agreed to take no action on this as it was considered an unlikely short-term issue, other than to amend the draft NP with a reference to the Parish believing that the classification was correct for the village.

#### **Design Code.**

The role of the design code was discussed, and it was agreed that it would not be overly prescriptive but rather an indication of the features in any development that would be supported.

In the discussion that followed it was agreed to include reference within the Code to support for modern buildings that respect the character of the Conservation Area. It was acknowledged that development must be guided by the past but not trapped by it.

Buildings identified as having special significance which are not statutorily listed will be added to the document along with a map of the settlement boundary.

Neil had prepared an updated 'short history of the parish' and it was agreed that this would replace the narrative in the first draft of the design code.

**Windfall.**

A discussion took place guided by the discussion paper circulated prior to the meeting. It was agreed that the examples taken from the East Langton NP was most suitable for Monks Kirby, with the addition of conditions relating to garden space taken from the Great Easton NP and including reference for the need for off-road parking.

**Affordable Housing**

It was agreed to amalgamate two of the policies shared with the group and to reference 'First Homes'.

**Next steps.**

Gary will bring to the next meeting an updated version of the housing chapter taking into account the amendments proposed over the last two meetings, and will also share a list of other potential policy areas that have featured in NPs from elsewhere for consideration.

**Date of next meeting**

Wednesday, 27 October 2021. 4:00 pm. Village Hall.

**Monks Kirby Neighbourhood Plan  
Housing Theme Group  
Meeting held on 27 October 2021  
Minutes**

**Present:**

Bill Wooliscroft (Chair), Tim Washington, Paul Woods, Ian Partridge, Gary Kirk (YourLocale).

**Apologies**

Dan Middleton, Chris Price, Neil Wright, Andrew Gibbons,

**Declarations of interest.**

None were declared.

**Noted of meeting held on 6 October.**

The notes were accepted as a true record.

**Matters arising.**

Members of the group expressed an interest in contributing to the work being led by Martin in the environment group.

**Design Guide update**

The document was well received and the changes that had been made were agreed. Paul identified a small number of additional corrections which he would send through separately. With these amendments the document is finalised.

**Housing chapter update**

Following a query raised by Andrew, it was agreed that 36% was the correct figure for the level of support for Affordable Housing through the Questionnaire. Some minor other corrections were noted, and it was suggested that the policy on the settlement boundary should reference the green belt rather than open countryside.

**Other potential policies**

A discussion took place on the need for additional policies. It was noted that there is reference in the Design Guide to 'footpath lighting' which was deemed sufficient. It was agreed to include reference to the policy on public realm in the design guide also.

With these amendments, the work of the Housing Theme Group was concluded.

**Future meetings**

No further meetings were scheduled.

A discussion took place on the timetable to conclusion and it was noted that moving to pre-submission consultation early in the new year would be ideal. It is likely to be up to 12 months before the Neighbourhood Plan is formally Made and becomes a part of the development plan for Rugby.

