AGENDA

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.uk

To Members of Birlingham Parish Council
You are duly required to attend the next meeting to be held on
Wednesday 21 May 2014
Village Hall
7.45pm

Welcome

Present

Apologies for absence

1) Declarations of Interest
   a) Register of Interests: Councillors are reminded of the need to update their register of interests.
   b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   c) To declare any Other Disclosable Interests in items on the agenda and their nature.

(Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) of the code of conduct, must leave the room for the relevant items)

2) Minutes of the previous meeting.
   To consider the minutes of the meeting held on 19 March 2014 and minutes to be approved.

3) Democratic Opening

4) Progress Reports
   a. Footpath Warden
      (March – Warden absent but to note that another tree down on Withy Walk which had been removed)
   b. District Councillor (if not present request written report)
   c. County Councillor (if not present request written report)
   d. Clerk

5) <u>Planning</u>
   a. Report on outstanding planning applications
   b. Applications granted/refused
   c. swdp * attached as 1

6) <u>Financial Matters</u>

   a. Bank balance

   b. The Accounts for 2013/2014 – as per the audit financial year end

c. The Accounts for 2014/2015 including the budget figure. Acceptance of the accounting receipts and payments so far. Acceptance that the budget figures have been increased again by 5%. Acceptance of the "*budgets*" for litter pick, Lengthsman and trees including plane tree

d. Receipts –
£170.00 – Worcestershire County Council – Lengthsman November & January
£100.00 – Worcestershire County Council – Lengthsman February
£2,501.00 – Wychavon District Council (Precept £2,411.00 and Grant £90.00)

Payments –
£35.98 - Website domain renewal 23/1/13- 23/1/14 cheque number 298
£482.95 - Clerks pay (January, February, March) cheque number 299
£25.00 - Clerk's expenses (January, February, March) cheque number 300
£120.80 PAYE HM Revenues & Customs (January, February, March) cheque 301
£170.00 – Lengthsman (Nov – Jan) cheque number 302

e. Future payments
£100.00 – Lengthsman (Feb)
£500.00 - Village Hall contribution
Gift for Tree Warden
£243.80 – Zurich insurance June 2014 – May 2015
£151.54 – CALC service charge and affiliation fee
£40.00 – Lengthsman (March/April)
Internal auditor

f. Internal Audit - completed on 6 May and for public inspection on 16 May.
For resolution:
The internal auditor has asked that the minutes be corrected for January 2014 Financial matters Item 8 (page 278)
80pence - £120 should read £120.80 and **95pence** - £482 should read £482.95

g. Audit - Grant Thornton
Notice of public rights – the date for the external audit has been received and the public notice has been placed on the noticeboard which is six weeks before the date of the external audit
(the latest date for the council to approve the accounts for the previous year is 30 June)

7) <u>Neighbourhood Plans</u>
Letter draft. Further update.

8) Jubilee Wood

9) Councillors' reports and items for future agenda

10) Closure and next meeting on 16 July at 7.45pm

Clerk
May 2014

* swdp

Please ask for: Adrian Becker
Direct Dial: 01905 722545
Email: adrian.becker@worcester.gov.uk

Date: 18th March 2014

Dear Sir/Madam

South Worcestershire Strategic Housing Land Availability Assessment:
2014 Call for sites and broad locations for housing

What are we doing?

The South Worcestershire Councils (SWCs) comprising Malvern Hills District Council, Worcester City Council and Wychavon District Council) are carrying out a 2014 'call for sites' for housing. This invitation is a consequence of the ongoing examination of the South Worcestershire Development Plan (SWDP), to assist progress in moving towards Stage 2 Hearings, and address a probable uplift in housing requirement. The SWCs will use this information to update the South Worcestershire Strategic Housing Land Availability Assessment (SHLAA)i, which identifies a pool of potential housing sites. The work is in line with the National Planning Policy Framework (NPPF, Department for Communities and Local Government (DCLG) March 2012). It also enables the SWC to take account of the new National Planning Practice Guidance (NPPG) published by DCLG on 6 March 2014 which advocates updating as good practice.

We are therefore inviting town and parish councils, neighbourhood forums, agents, developers, landowners, businesses, relevant local interest groups and others to tell us of any sites, land or buildings across south Worcestershire that could have the potential for housing.

How do you put forward a site?

We would like your assistance in identifying potential sites using the enclosed proforma. Copies are also on the SWDP website (www.swdevelopmentplan.org) and can be photocopied. Please send a completed proforma together with a site plan for each site, identifying the site at a scale of no less than 1:2500, to:

SHLAA 2014, South Worcestershire Development Plan, Orchard House, Farrier Street, Worcester, WR1 3BB

The proformas and maps must be received by the SWC by 17:00 on Wednesday 2nd April 2014. Information received after that time will not be included in this SHLAA update, but will be retained by the SWCs for future SHLAA production.

The timescale for the receipt of information on sites for housing development is necessarily short. This is due to the need to update the SHLAA evidence, and accelerate work to progress the SWDP. This will then allow us to proceed to the Stage 2 Hearings based on the broad approach discussed with the SWDP Inspector at the reconvened Stage 1 Hearings last Friday.

Lengthy and detailed supporting statements are not required. Supporting information should be limited to that requested on the proforma and the guidance notes, and using the proforma enables speedy and efficient data processing.

What sites should be included?

Please note that we are looking only for updated or new sites that have not been previously submitted. Unless you wish to make any changes to previously submitted sites (for example site area, land ownership, new access), or wish to withdraw any site(s) from further consideration, there is no need to re-submit any sites that you have already put forward through the following means:

• any sites you previously submitted to the earlier SHLAA work, or where you have written to ask for a site to be considered through the SHLAA process; or
• sites already included in the SWDP Proposed Submission Document (Jan 2013)
• through formal representations on the SWDP Proposed Submission Document (Jan. 2013) and 'omission sites'; or
• sites which have the benefit of planning permission or are subject to current planning applications.
Should you have any queries about providing information please do not hesitate to contact the appropriate planning officer below:

Malvern Hills District Council: Angela Newey/Rosie Murray (01684 862373)
Worcester City Council: Adrian Becker: (01905 722545)
Wychavon District Council: Jessica Woolley: (01386 565430)

What this call for sites is not

This is a request by the SWC for technical evidence submitted on a 'without prejudice' basis. Putting forward a site for assessment does not mean it will necessarily be put forward by the SWCs for inclusion. This call for sites is not a consultation on the South Worcestershire Development Plan and it is not the appropriate opportunity to comment on the SWDP, and any such comments received will not be considered at this stage or forwarded to the Inspector. Please DO NOT send information to the SWDP Examination Inspector or the Programme Officer. There will be ample opportunity at a later date to comment on any new sites proposed or omitted.

Where is the Examination of the SWDP up to?

The SWDP Inspector is currently considering new evidence on the objective assessment of housing need following his reconvened Hearing Sessions on 13 and 14 March 2014. Further 'Interim Conclusions' on the overall housing requirement are expected shortly. These will inform the scale of uplift in the number of new homes required across South Worcestershire for the period 2006 to 2030.

What will happen next?

Once we have received the Further Interim Conclusions, the South Worcestershire Councils will:

(a) consider the conclusions, and subject to those conclusions then
(b) publish a timetable for the next steps; and
(c) decide whether additional site allocations for housing will be needed and if so how many.

Whilst the objective assessment of housing need may indicate a need for more new homes, NPPG makes clear that the SHLAA is an important evidence source to inform plan making but does not, in itself, determine whether a site should be allocated for development. This is because not all sites considered in the assessment will be suitable for development or necessary to meet the requirement. The 'timetable for the next steps' is therefore expected to include a Council decision-making stage and subsequent public consultation before progressing to the next stage of the Examination hearings.

Please note that the nominated officer for co-ordinating this call for sites is Adrian Becker. His contact details are at the top of this letter.

Yours faithfully,

Paul Bayliss
SWDP Project Manager