

EWHURST PARISH COUNCIL
WITH ELLENS GREEN



NEIGHBOURHOOD PLAN
Meetings with Waverley Borough Council and Prospective Consultants

Thursday 3rd December 2020

Waverley Borough Council meeting: 10.30am

Present: Ewhurst Parish Council: Cllr N Clowes, Cllr V Henry, Cllr M White
The Clerk, Mrs J Cadman
Waverley Borough Council:

The meeting had been called to obtain advice from WBC on the current status of our NP and how we should move it forward.

The following points were discussed:

- as there are no longer any housing sites, affordable housing is also no longer relevant
- Some draft policies are out of date – WBC agreed that the Regulation 14 should be run again. Work needs to be done on the vision and objectives sections, and policies reviewed.
- WBC directed EPC to the Locality website, which has some useful tools.
- The SEA screening needs to be updated.
- Settlement boundary – it is important to show the thought process behind the policies
- Gap – there needs to be evidence to show why a gap is wanted.
- WBC advised that Ewhurst's NP would trump the Local Plan, as the latest plan is the most relevant
- the historic environment- policies should protect the character and surroundings rather than a listing.

Actions:

- WBC undertook to give a steer to this group. This advice is recorded below:
- WBC undertook to review the re-drafted policies

It was lovely to meet you and the Neighbourhood Planning team earlier. As promised, here is the link to the resources on the Locality website <https://neighbourhoodplanning.org/toolkits-and-guidance/> and <https://neighbourhoodplanning.org/case-studies/>

As discussed we will provide you with an updated position on housing supply with a base date of 1 April 2020. I'll try my best to send you this by Christmas but it might be early in the New Year. (*awaited*)

Christine and I will work on reviewing the draft Neighbourhood Plan and supporting documents and prepare a report for you. We'll aim to send this to you in 2 weeks' time. If there are any delays I'll let you know.

In terms of making documents accessible – here’s some guidance that we recently sent to another Neighbourhood Planning group about accessibility. If you’ve got any questions about this, do let us know.

“Accessibility of Neighbourhood Plans

On 22nd September 2020 new accessibility requirements came into force for documents published by local authorities on their websites.

Further details on creating accessible documents in Microsoft Word can be found here: <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>. Having reviewed the documents which were submitted in March, they are largely accessible but the following will need to be addressed:

- **Use built-in headings and styles** – this means using the Styles under the ‘Home’ tab to set up Title, Heading 1, Heading 2, etc. and then using these for the heading within the document to create a logical document structure. You can check the structure by going into the ‘View’ tab and turning on the Navigation Pane.
- **Alternative text for images and maps** – this should briefly describe the content of the image or map and set out any text contained within the image. For a map this may be as simple as ‘Map showing the boundary of the Bramley Conservation Area’. This can be added by right-clicking on the image, selecting ‘Format Picture’ and then going to the ‘Layout & Properties Tab’.
- **Using the built-in contents page feature** – this can be found under the ‘References’ tab.

You can check the accessibility of documents using the Accessibility Checker which is built in to Microsoft word. This can be found under the ‘File’ tab and then the ‘Check for Issues drop-down.

In addition if you have any documents which contain photographs of peoples’ faces. We would need confirmation from the Parish Council that the relevant permissions have been obtained for these to be included before we publish the documents on our website for the Regulation 16 consultation.”

Following this meeting, the working group discussed the questions to be put to the consultants, at the individual meetings later in the day.

- How long will it take to get back to the position where we can start Regulation 14 consultation again.
- How do we do the consultation, during the pandemic.
- What do the consultants think of the plan as it stands.
- How would they communicate with us and how regularly.
- How do we manage access to the documentation and to re-drafting.
- Costs.

Squires Consultancy: 2.30pm

Present: Ewhurst Parish Council: Cllr N Clowes, Cllr V Henry, Cllr M White, Cllr X Riley
The Clerk, Mrs J Cadman
Andrew Metcalfe, Squires Consultancy

- Regulation 14 – April/May
- Consultation through general communications, such as the website, and a flyer
- Plan: rather long. Legibility, formatting and mapping could all be improved. There needs to be a separation between policy and evidence.
- Andrew is of the view that too regular reporting takes time and is of no particular value if the evidence is in the work undertaken.
- Access to documentation would be through web based Box, which is similar to Dropbox.
- Cost: iro £10,175

Proposal: Annex 1

Navigus Consultancy: 3.30pm

Present: Ewhurst Parish Council: Cllr N Clowes, Cllr V Henry, Cllr M White, Cllr X Riley
The Clerk, Mrs J Cadman
Alison Eardley, Alison Eardley Consultancy, Chris Bowden, Navigus Planning

- Regulation 14 – March. To finish by May.
- Consultancy through Zoom, locally socially distanced exhibitions, printed copies of plan
- Plan: easy to read, but need to ensure that evidence is clear enough. Policies need to be checked and the plan ‘polished’.
- Reporting on regular basis
- Access to documentation as required
- Regulation 16 by early autumn
- Cost: £7,700

Proposal: Annex 2

The Steering Group discussed the two proposals, which were both exemplary and encouraging. It would be very good to work with either consultant.

The Group agreed to appoint Navigus Planning. The reasons for this decision are as follows:

- Timing: they have committed to reaching regulation 14 by March
- Cost – significantly lower than Squires
- Local involvement – Squires are working on the Rudgwick Plan, but Navigus are working with Cranleigh and we recognise that our border with Cranleigh has more significant issues in terms of the environment and planning issues.

Proposed by Cllr Clowes, Seconded by Cllr White, all in favour
