



**BEWDLEY**  
Town Council

## **Neighbourhood Plan Community Steering Group Agenda**

**Wednesday 16 April 2025 at 14:00 hours**

**Back Meeting Room, Guildhall, Load Street, Bewdley**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. NOTES FROM THE LAST MEETING** – 26 February 2025
- 4. TO RECEIVE UPDATES FROM TASKS ASSIGNED TO GROUP MEMBERS** – Please refer to the table of assigned tasks, page 3 – 7, where group members will be asked to provide individual updates to be recorded at the meeting.
- 5. TO RECEIVE FURTHER INFORMATION FROM THE CONSULTANT TO SUPPORT THE NEIGHBOURHOOD DEVELOPMENT PLAN**
  - a) Five pdf maps which are produced using the Worcestershire LNRS Draft Habitat Baseline. The Draft LNRS is forecast for consultation in the Summer. Lee has provided individual maps for each element of the baseline and then one map with all elements shown together.
  - b) A pdf showing flood risk, water storage and headland waters priority habitats from Environment Agency data (pre-March data – Flood Risk climate change factors are due for an update this Spring). The question is whether the group wants to identify any river-based priorities in terms of flood risk or bio-diversity, leisure or economy (tourism).
  - c) A blank form for LGS sites. This is for any much smaller incidental parcels of land within the town that the group may wish to consider designating for LGS (this is more normally what LGS is used for). Lee will come back to the group on the parcels have already assessed as part of the NDP to advise on whether they are suitable for LGS designation.
  - d) An extract from the WFDC Local Plan – Policy DM8 – If the group can identify the amounts of provision for different things (e.g. pitches, allotments, play areas etc) it can be demonstrated whether or not Bewdley is under-provided or over-provided against the standards in the policy. Further comment can be made if, for example, the provision is poor quality in some way e.g. sports fields that flood too readily.

A link to the Worcestershire LNRS Habitat Map is provided here: [Worcestershire Local Nature Recovery Strategy](#)
- 6. TO RECEIVE A DRAFT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN FROM THE CONSULTANT** – To follow.
- 7. TO AGREE ON SCHEDULE AND DATES FOR REGULATION 14 CONSULTATION**
  - a) Room Hire – for the consultation in 2024 room hire was booked at All Saints Church and Elim Church to cater for Wribbenhall and Bewdley. Members are asked if they wish to book these facilities or if they wish to obtain costs from an alternative room hire provider.

- b) Printing of Questionnaires – Previously the group agreed to use the Bewdley Bridge to distribute questionnaires as part of the Bridge delivery using the same printers as the Bewdley Bridge for ease of delivery and collection for volunteer distributors. Group members are asked if they wish to proceed on this basis and make a request to Bewdley Bridge for this to occur again.
- c) Online Survey – Planet Survey was used to host the online survey at a cost of £20 per month. It is proposed for continuity to renew the subscription which can be downgraded to the free version once analysis is complete.
- d) Dates of the consultation – the consultation period is 6 weeks. Members are asked to consider proposed dates for the consultation period.
- e) Display Material for drop-in sessions – Members may wish to discuss use of display material or production of new material to use as part of the drop-in session.
- f) Printing of draft NDP Document – Members will need to consider the number of draft NDP documents required for circulation with the questionnaire.
- g) Completed Questionnaires – collection points for questionnaires for the 2024 Consultation were the Town Council Office, Wyre Forest Books, The Hop Pole, Catchem’s End Fish Bar and Hopley’s Farm Shop. Members are required to approve locations. These will be confirmed with the business owner once agreed.
- h) Stakeholder Email – This will be sent to all Bewdley Town Council subscribers, outside agencies and local organisations.

**8. DATE OF NEXT MEETING** – 04 June 2025 at 14:00 hours in the back room of the Guildhall.

Members previously agreed the following dates for future meetings to be held in the back room of the Guildhall:

- 16 July 2025 at 14:00 hours
- 03 September 2025 at 14:00 hours
- 15 October 2025 at 14:00 hours
- 03 December 2025 at 14:00 hours

**Group members**

**Councillors:**

Rod Stanczyszyn (Chair), Calne Edginton-White, Sarah Billett, Nicole Harper

**Other representatives:**

Richard Perrin  
 Jock Gallagher  
 Tony Leach  
 Richard Brine  
 Robert Smith

Town Clerk

**Attendees by invitation:**

Sally Horne Senior Planning Policy Officer WFDC

	Neighbourhood Plan Topic	Purpose and Role	Action/Task/Option	Allocated to
1	Consultation Report Supporting Document	The Consultation Report is a required submission at Regulation 15. Most parishes publish a Consultation Report at Regulation 14 <u>alongside</u> the NDP – extensive detail about consultation <u>should not be included inside the plan</u> as Examiners will take it out.	Steering Group to draw together all consultation work for Consultation Report. Provide as much detail as is available on dates, events, venues, attendance, presentation materials, comments and ideas raised by the community.	
2	Re-consultation Report	Regarding the recent survey, all responses to all statements should be included.	Steering Group to work on survey results to provide <u>full</u> report of all answers to the recent survey.	
3	Objectives	The Objectives should be <i>plan</i> objectives to get to the Vision (so the Vision and Objectives must not say very different things). Then the plan chapters and policies flow from the objectives.	Rationalise the objectives into (for example) <u>one</u> for each of: <ul style="list-style-type: none"> <li>• Community/Local</li> <li>• Economy/local Jobs/Tourism</li> <li>• Environment/Green infrastructure/landscape</li> <li>• Heritage/Design</li> <li>• Design/Sustainability</li> <li>• Active Travel</li> </ul>	
4	Population	The NDP should be informed by the most recent information available	Consultant to provide updated socio-economic data, graphs commentary on 2021 census and future population projections for the parish.	
5	Shopping and the town centre	The town centre is a very important part of Bewdley for its economic contribution, as a service centre to local residents and for tourism visitors. The plan should set out current and future issues for the plan, such as occupancy issues, quality of provision, competition etc ie what are the issues for the plan?	Consultant will provide a survey form to record Town Centre premises, business types, and occupancy in the first instance. Pick up non-business uses such as residential.  Steering Group to undertake an on-foot walkabout survey over one day (or get other volunteers to do it).	CEW NH  2 x maps required to plot retail and residential.

6	Transport and Travel	<p>Define the important destinations within Bewdley and the active travel (walking and cycling) routes serving them.</p> <p>This supports policies to improve walking and cycling, identify network gaps and provide <u>specific</u> measures required.</p>	<p>Steering Group to identify key destinations within Bewdley and between Bewdley and other places</p> <p>Steering Group to map key walking and cycling routes that access these destinations.</p> <p>Steering Group to comment on public transport provision.</p> <p>‘Assess’ public transport provision and active travel (walking and cycling provision), check LCWIP. Audit these from a community perspective</p> <p>Use guide provided using national guidance for local assessment of cycling route (can also use for walking).</p> <p>Consultant to prepare isochrone maps to show walking times to local facilities.</p>	<p>RSm</p> <p>LS stated that bus services need to be mapped as part of the plan.</p> <p>The Group need to examine the quality of the cycle route through the town.</p>
7	Education, Services, Community and Sport	To understand current provision and capacity	<p>Steering Group to map essential facilities and services.</p> <p>Consultant to provide information on capacity for health, education for discussion.</p>	
8	Heritage	Could useful briefly spell out the challenges to deliver a vibrant shopping centre, tourism, business and housing on small sites in town, with the Conservation Area. Point to design code.	Consultant will use design code to suggest specific policies and guidance in the NP. Summarise design codes in the plan.	
9	Sports pitches	<p>This policy goes further than district policy because LP policy will allow for the loss of a playing field or open space if there is oversupply or no demand for it. To go further with a policy like this, you need to demonstrate that all are needed in accordance with recognised standards of provision. Does that work exist? Not referred to in the NP text.</p> <p>WFDLP Policy refs DM.6 Community Facilities 7c. (loss can be outweighed by the benefits) See Playing Pitch Strategy for standards, see WFDLP para 20.6 (can justify loss with an assessment to a recognised methodology), Policy DM.7 (1)b allows loss if it is ‘surplus’ and c.</p>	<p>Steering Group to ask sports clubs and use BTC knowledge to comment on pitch capacity (%booked), useability (%postponements in winter due to waterlogging), other issues (changing rooms/club houses/car parking/floodlights (that can be difficult)).</p> <p>Consultant will draw this together when done.</p>	

10	Open Spaces and Green Infrastructure	Have you examined the functions of your open spaces – do they meet the requirements of different sections of the community?	Steering Group to consider whether open spaces meet the needs of all parts of the population?  As a starting point ,set out what each provides and discuss access/quality.  Steering Group to decide on whether want to designate LGS. Use criteria to identify candidate sites.	LS to supply criterion to identify site for green spaces.
11	Community Facilities	NP should identify the community facilities in the area. There should be a clear position on their role and value, and capacity.	Steering Group to provide a list of community facilities. If possible, set out use, capacity, quality and priorities for improvement.	TL CEW  LS to supply further information to reiterate the standards required to identify what is classed as a community facility.
12	Local Housing Requirement	The NPPF says that when NDP work starts, the local planning authority should provide a 'Local Housing Requirement' number for the parish. This will be formed of housing completions, permissions, undeveloped allocations and windfall estimates with the NA over your plan period 2022-2036.	Consultant will request this via an email.  Consultant to review housing proposals and policies affecting Bewdley and review current draft policies for discussion at a future meeting.	
13	Map 5	It would be better to show the Primary Business and Retail Zone as an area which includes the property curtilages (you can take a cut off if the plots are too long. This is because development opportunities might lie in opening up alley ways for the type of small shop spaces you are after.  WFDLP defines the town centre primary shopping area and a secondary area. Are you consistent with that? I note the line running south east is outside the WFDLP defined area. You should probably be consistent with the local plan.	Steering Group to provide reasons for amending the town centre boundary.  Consultant to then test the proposals informally with WFDC officers.	RB
14	Car Parking	Predominantly in relation to the town centre. To understand if there is sufficient to support NDP objectives.	Steering Group to provide information on the number and availability (periods of use, long, short, free, charged etc) of car parking spaces.	TEB - COMPLETED

15	Policy JLE 2	Policy repeats WFDLP Policy DM.20 and DM.21 requirements in less detail, so is not useful. If you have any information such as that referred to below, then the policy could be made more relevant.		
16	Tourism	<p>There is clearly a tourism dimension to Bewdley – to visit the town itself, to visit the Safari Park and the Wyre Forest.</p> <p>The NDP should indicate what the tourism ambitions and issues are – more hotel rooms? Better public spaces?, more visitor ‘facilities’ or whatever is needed.</p> <ul style="list-style-type: none"> <li>• Tourism travel issues in specific places and from public transport standpoint.</li> <li>• Gateways into the town – are they attractive?</li> <li>• Are your public places attractive and co-ordinated?</li> <li>• How many hotel beds are there in Bewdley and what is the Air B&amp;B presence (this can be surprisingly high)?</li> <li>• What is the offer like in the town in terms of eating, shopping and attractions and how do they function?</li> <li>• Have you engaged with tourism operators to understand their development needs going forward (given the importance to the economy)</li> <li>• Would you support specific improvements or expansions?</li> </ul> <p>Is there nothing specific to say about the Safari Park – it’s the biggest employer in the area and it’s in your parish?</p>	<p>Consultant will provide available data from online sources.</p> <p>Steering Group should consider a list of topics relevant to tourism – hotel space, quality of hospitality, car parking, public transport, town environment and local attractions.</p> <p>Then decide whether specific policies are needed in the plan, or some other actions outside the plan.</p>	<p>NH</p> <p>RSt to approach local major employers of over 50 for their input. It was agreed to include SVR, WMSP</p>

17	Markets	Is there a land use planning consideration for the NDP or is it about licensing?	Steering Group to: <ul style="list-style-type: none"> <li>list local markets</li> <li>state what benefits they bring (and what issues arise)</li> <li>set out what you would like to happen in future</li> <li>identify any actions required to achieve that</li> </ul>	
18	Traffic	To understand what current conditions are that need to be addressed.	Consultant and Steering Group to discuss traffic issues and then set out list of actions needed (unlikely to be deliverable through the NDP, but possible by other means).	RSm
19	Air Quality	Consider health in relation to the AQMA.	Consultant to examine what WFDC is doing about the AQMA.	
20	Flood Risk Supporting Document	To provide a means for local community information on flooding to be considered in the planning process.	Steering Group to collect documentary evidence on flood issues using local community information in relation to micro-level understanding of how systems work in the town and then through documented flood events (with photos).  Steering Group to advise of any local flood defence working groups or partnership working.	RP CEW
21	Valued Landscape and Valued Views	To provide a solid basis for identifying valued views and valued landscape	Consultant to review the landscape report you commissioned to prepare table to show what the key valued landscape attributes of the land are.  Steering Group to fill this in. And identify any valued views.	TL