

TERMS OF REFERENCE FOR HOUSING FOCUS GROUP

Date: 11 March 2019

Instructions for all Focus Groups

- Use the *Otley Neighbourhood Plan* as the 'template' when providing the deliverables for each of the following tasks. This Plan is available from the following website <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/otley-neighbourhood-plan>
- If there are any questions about what is expected seek guidance from the Steering Group.
- Tasks are divided into two groups – Group A and Group B.
- The Steering Group would like the deliverables from the Group A tasks by the end of May 2019, and in its planning will assume this date will be met unless an alternate date (either as a single date for completion of all tasks or as a date per task) is provided within 7 days of the receipt of this Terms of Reference.
- Group B tasks cannot be completed until the new *Harrogate District Local Plan* is signed off. The Steering Group, in its planning, will assume that deliverables from Group C tasks will be completed within 2 calendar months of the new *Harrogate District Local Plan* sign off, unless an alternate date (either as a single date for completion of all tasks or as a date per task) is provided within 7 days of this sign off.

Housing – Group A Tasks

1. Using the examples provided in the *Otley NP* and what is in the *HBC 2011 Pannal Conservation Area Character Appraisal* document, develop a parish –wide character area assessment. Within the context of this character area assessment draft a policy with respect to parish-specific character and appearance.
2. Using any examples provided in the *Otley NP*, draft a parish specific housing mix policy based on the *Housing Needs Assessment* evidence and supported by any other existing community survey findings.

Housing – Group B Tasks

1. Using any examples provided in the *Otley NP*, determine if there is scope for a more nuanced NDP policy approach with respect to the site requirements for sites PN17 and PN19 that addresses local concerns and aspirations that are not addressed by emerging *Harrogate District Local Plan* policies (i.e. HP3, HS8, DM1), including traffic density and pollution impact mitigation. If so, provide suggested wording for such a policy.
2. Bearing in mind that such housing would be additional to that specified in the emerging *Harrogate District Local Plan* and using any examples provided in the *Otley NP*, develop 'tests' that can be applied to non-allocated housing sites to help determine the suitability of housing development proposals on such sites, including those regarding traffic density and pollution impacts.
3. Bearing in mind that such housing would be additional to that specified in the emerging *Harrogate District Local Plan* and using any examples provided in the *Otley NP*, identify and map potential sites for Small Scale Housing. Analyse each site against the criteria developed for Group B

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Task 2 and provide suggested wording for a policy that addresses Small Scale Housing development.

4. Bearing in mind that such housing would be additional to that specified in the emerging Local Plan and using any examples provided in the *Otley NP*, identify and map potential sites for Infill Housing. Analyse each site against the criteria developed for Group B Task 2 and provide suggested wording for a policy that addresses Infill Housing development.

Reference Documents to be used and source

1. Harrogate District Local Plan
(https://www.harrogate.gov.uk/info/20012/planning_and_development/1134/local_plan_submission)
2. Pannal NDP - Final Planning Scoping Report from Mike Dando
(Distributed to FG Chair)
3. Otley Neighbourhood Plan
(<https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/otley-neighbourhood-plan>)
4. HBC 2011 Pannal Conservation Area Character Appraisal (Google search)
5. Housing Needs Assessment (Already in the hands of the Housing Focus Group)