

DRAFT

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 3, Monday 19th June 2017 8pm

MINUTES

Present : Nick Chapman (chair), Tim Hancox, Merle Hancox, Yvonne Chapman, Michael Owens, Jeremy Lawrence and Sally Lawrence (minutes)

Late due to other commitments for parish council and to avoid item 5 : Tony Cramp
Item 5 : External Consultants was brought forward to be discussed and decided before Tony arrived due to his previously declared interest in one of the shortlisted consultants.

1.0 Apologies

Louise Hamilton and Jim Hamilton

2.0 Declaration of Interest

It is noted that Tony Cramp is a director of Data Orchard, an NDP consultancy company.

3.0 Approval of Minutes : Meeting 2, 22nd May 2017

The minutes were approved by the steering group and signed by the chair.

4.0 Designation Area

The designation area submitted was approved on 26th May 2017. It was noted that Allensmore's side of Poplar Road is included with Clehonger's plan. There is a service level agreement with Hereford Council that is to be checked and signed as appropriate by the parish council.

5.0 External Consultants

It is noted that Tony Cramp had excused himself for this item due to a previously declared interest.

Tim had discussion with representatives from the following parishes.

Place Studio:

Brinscombe & Thrupp and Dursley Parishes

Foxley Tagg:

Whitchurch and Ganarew started with Foxley Tagg and swapped to Data Orchard.

Data Orchard:

Border Group

Nick had spoken to Alison Sutton who is clerk at 3 parish councils (Brilley, Eardisland and Marden) who all appointed Kirkwells, and is very experienced and knowledgeable about NDPs.

All were 'happy to recommend' their current provider.

DRAFT

Nick mentioned to Alison Sutton that the chair of our Parish Council and NDP Steering Group member was also a director of one of the shortlisted consultants. Alison expressed concern that there was potential for conflict of interest issues and suggested that Nick discuss this with Lynda Wilcox from Hereford Association of Local Councils (HALC). Lynda advised that there was nothing preventing the Parish Council appointing whoever they wanted as it was entirely their decision. However, developing a NDP can be divisive and it is not unknown for issues to split a community. If contentious issues arose, the last thing the Parish Council would need is any perceptions of compromised impartiality because the chairman of the Parish Council is also a director of the appointed consultants.

The Steering Group discussed both the references and the other advice received. Given that Tony's input and expertise is greatly valued, the group did not wish to expose him to any possibility of adverse criticism about overlapping roles and/or conflict of interest. It was suggested that with a different provider, it would be a win/win situation as Tony would be able to fully participate. It was reluctantly decided to exclude Data Orchard from the shortlist.

In deciding between the other candidates, it was felt that Kirkwells had much more experience in local NDPs than Place Studio.

It was proposed that Kirkwells would be appointed as our External Consultant.

Proposed by : Nick Chapman
Seconded by : Jeremy Lawrence
The steering group were all in agreement.

The terms of reference were checked to confirm the Steering Group had delegated authority to appoint external resources without going back to the full Parish Council and the chair would approach and engage Kirkwells.

ACTION
Engage External Consultants – Kirkwells NC

6.0 Letterbox Leaflet Approval

A few additions to be done including adding 'Development' on the front page, website address, signpost type diagram on front page and addition of the pelican from St Andrews church window as the logo on the back.

The leaflet would be amended and circulated. It was hoped to print before the next meeting after which they would be distributed. Tony would look at areas for distribution.

ACTIONS
Leaflet, draft, printing YC & NC
Distribution areas TC

DRAFT

7.0 Launch Event : Saturday 29th July 2017 10am – 3pm

Ideas

Copies of other neighbourhood plans

Map of the designated area

NDP Leaflets from Hereford council

Attendance by Kirkwells

Old maps and photos of Allensmore

Rolling powerpoint presentation

Copy of the Core Strategy

Opportunity for people to leave comments (public/private?)

Tea / coffee and biscuits

Extra meeting to discuss displays – 10th July 2017 at 8pm.

ACTIONS

Contact liaison from Hereford Council and Lynda Wilcox for information or equipment they may have

NC

Contact Alison for copy of core strategy

TC

Contact ward councillor Jon Johnson

TC

Discuss with Kirkwells about attendance

NC

8.0 Finance

It is noted that VAT can be reclaimed by the parish council. Advice on applying for grants would be obtained from Kirkwells.

ACTION

Grant applying : Kirkwells

NC

9.0 Correspondence / Communications

Nothing has been received since the previous meeting.

10.0 Items for Next Agenda

11.0 Next Meeting : Monday 17th July 2017, 8pm at Pateshall Hall

Allensmore NDP Steering Group Meeting 3 Minutes

19th June 2017

Signedas a true record by Nick Chapman (Chairman)

Dated: 17th July 2017