

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 15, Monday 16th July 2018 8pm

Held at Pateshall Hall, Allensmore

MINUTES

Steering Group Members : Nick Chapman (chair), Tim Hancox, Merle Hancox, Tony Cramp, Michael Owens and Sally Lawrence (minutes).

Members of the Public : 4

It is noted that a meeting was not held during June due to still waiting for agreement for the site assessment process to start.

1.0 Apologies

Jeremy Lawrence, Jim Hamilton and Louise Hamilton

2.0 Declaration of Interest

As previously declared (Meeting 5: 21st August 2017). Jeremy and Michael have also declared that they submitted sites during the call for sites process (Meeting 13: 16th April 2018).

3.0 Open Session

It was questioned why we had chosen AECOM to do the site assessments. AECOM are employed by Locality (<https://locality.org.uk/>), a national body who are supporting and funding our NDP development. They are completely independent, based outside the county and use the same method elsewhere.

4.0 Approval of Minutes : Meeting 14 : Monday 21st May 2018

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

5.0 Finance

A £5 hall fee has been paid.

We have had confirmation that we have been awarded the grant for doing the site assessments which will be done via AECOM.

6.0 Call for Sites and Site Assessment Progress Update

A teleconference took place between Tony, Nick and Nick Chisholm-Batten from AECOM on 29th June following approval of the grant. Since that phone call all relevant information has been sent to the company including the drainage and standing water map. They will look at all the paperwork and analyse before visiting all sites hopefully during early August. Each site would be assessed taking into account suitability, access, utilities available, local facilities, Hereford Council Plan and previous planning applications.

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Each site would be scored RED not suitable, or AMBER maybe, or GREEN OK and reasons would be given for these scores.

A summary and individual site reports would be produced. It is noted that drainage is not a constraint but there could be issues which would need to be addressed. The full report will be published within the Preferred Options Document when residents will be able to comment.

Initially it was thought that someone with local knowledge should accompany AECOM but this presented conflict of interest issues therefore it was decided that the chairman, Nick, should be escort for the day. Nick will arrange a date for the survey and contact landowners to notify them of the date although AECOM do not routinely meet with landowners – it is just a courtesy call that people will be on their site.

7.0 Preferred Options Document : Draft Policies

Michael would look up the number to trigger an affordable housing requirement on a site. The draft policies were further reviewed, discussed and edited although they will still need revision once the site assessments have been completed.

8.0 Correspondence / Communications

Teleconference call with AECOM between Nick Chapman, Tony Cramp and Nick Chisholm-Batten.

Hereford council checking that AECOM grant had been approved and the process started.

9.0 Items for Next Agenda

As normal.

10.0 Next Meeting : Monday 20th August 2018

Allensmore NDP Steering Group Meeting 15 Minutes

16th July 2018

Signedas a true record by Nick Chapman (Chairman)

Dated : 20th August 2018