

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 22, Monday 15th April 2019 8pm

Held at Pateshall Hall, Allensmore

MINUTES

Steering Group Members Present : Nick Chapman (chair), Yvonne Chapman (minutes), Tim Hancox, Merle Hancox, Tony Cramp, Jeremy Lawrence, Sally Lawrence

Members of the Public : 1 – Brigitte Ratcliffe

1.0 Apologies

None

2.0 Declaration of Interest

No change to those previously recorded

3.0 Open Session

The resident present at the meeting commented that she had rang the council to ask why the determination on the planning application behind Bramble Cottage had not been made. She was told that drainage matters were still being explored.

4.0 Approval of Minutes: Meeting 20 : Monday 18th March 2019

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

5.0 Finance

Tony Cramp presented a financial report to the Steering Group (copy with minutes). There have been no further outgoings since the March report Kirkwells already having been paid £600 for the work done on preparing documentation for Regulation 14. Tony has submitted an end of grant report to the relevant funding body.

The rules on returning grant monies not spent by the end of the financial year have been changed, enabling us to retain these funds into April and beyond.

Our expenditure to date for the second stage of grant expenditure (excluding VAT) is almost £1,350 with nearly £2,300 remaining. With the first stage of Locality grant expenditure (£4,630.85), this means we have spent £5,979.82 so far out of the total grant of £9,000. All expenditure is as budgeted.

The next steps for the consultant (see Tony's Finance Report of 15th April 2019) will cost £2,000, leaving us £300 to cover matters such as printing, room hire etc.

We will need to make a further grant application which will include monies to cover the £600 cost of the examination stage. Tony anticipates that we will have about £700 remaining before we reach the limit of the overall funding allocated for the NDP process.

6.0 Regulation 14 Consultation Planning

The chair sent the final edit of the First Draft Plan (Preferred Options) document to Steph Kitto at Hereford Council on the 3rd April. She has confirmed that she will finish her SEA (Strategic Environmental Assessment) and HRA (Habitat Regulation Assessment) by 1st May. However, Nick had received an email from her today (15/4/19) asking us to decide on our options – for instance, did we wish to have settlement boundaries and allocated sites (option 3). Nick has replied that we have already chosen option 3 – as encapsulated in the document – but he has also sent the email on to Kirkwells to ask if we have missed something.

The chair has circulated a Regulation 14 action plan based on a template from Louise at Kirkwells. He took the group through each step in the action plan and the following points were noted:-

Step 2: This 6 week consultation period is down for 27 May – to 7th July as it has to come after the Parish Council meeting on 23rd May). It was noted that we may need to extend it slightly as there is a Bank Holiday in this period. Adjustments may also be necessary if elections for MEPs take place (which would necessitate bringing the Parish Council forward).

Step 9: Date and location for a drop-in event should this be necessary: discussion took place about the most effective and efficient way of communicating with residents given that there is no significant material change in the document since the last consultation in January. It was decided that the Steering Group should communicate with residents about:

- how the document has evolved so far
- how we will consult with a wide range of other official bodies and businesses (starting with the consultation list provided by Steph Kitto at the Council).
- Regulation 14 and what it means
- where residents can find the document and how they can comment on it should there be any new or significant points to make and/or if any factual errors are spotted
- where next with the NDP – with indicative timescales where possible

After discussion of the above, it was decided not to hold another drop-in session at present as residents have made no further representations about the latest iteration of the document – that is, the amendments made in response to the January consultation – which was made available on the village website.

Action points

- Nick and Yvonne to draft an initial leaflet for residents for the rest of the Steering Group to edit as necessary.
- Publicise the Regulation 14 consultation in the Hereford Times, Tracking the News (NB 15th May deadline), Belmont Library, Lock's Garage and Three Horseshoes Inn, as well as the usual boards and venues around the parish. The village website has been re-organised to enable easier access to documents (thanks to Tony Cramp for this, although Nick and Tony still have ideas about moving to Wordpress in order to provide a more interactive website).
- Nick to notify the chairs of local community groups, asking them to bring the consultation to the attention of their members.

7.0 Audit of Documentation – Initial Planning

When we get to the next stage after Regulation 14 our processes we will be scrutinised by an external examiner, via a review of our documentation. Sally has done a sterling job of maintaining the file of agendas, minutes and other key information and there is a shared file

of electronic evidence, however, we are unsure about how much of the more ephemeral items such as emails and ‘work in process’ documents might be required.

Action point

- Chair to check with Kirkwells about how much evidence we might need to submit.
- Refresh ourselves with the guidance documents about producing an NDP to see if these are of any help in this area. (www.herefordshire.gov.uk / Planning and building control / Neighbourhood plans)

8.0 Correspondence / Communications

- With Louise at Kirkwells and Stephanie Kitto at the Council as minuted above.
- Communications about grants for the NDP process.

9.0 ‘Appendix V’ – Now Known as ‘Allensmore Matters’ - Update

Tim led on the organisation of an open meeting for residents in the village hall on Saturday 23rd March 2019 from 2.00-4.00 p.m., which also included a stand produced by Yvonne on local history. This session was attended by 30 people and provided an opportunity for interested parties to discuss initial ideas on areas of concern such as litter, traffic/speed management and other environmental and/or social concerns. Tim has produced a short report for the next edition of ‘Tracking the News’ (copy with these minutes) about the session and what has happened since the open meeting for residents.

9.1 Road/Traffic Safety

- A road safety team of residents (including Tim) has now formed and met on 1st April 2019. Wade Bostock has agreed to lead this team.
- The main areas for discussion and action include
 - Reducing the speed limit on A465 as it passes through the parish
 - Reducing the speed limit to 30 mph or less in the settlement areas
 - Improving signage on the A465 into Allensmore and Cobhall Common. This might also include signage about access routes into the settlements for HGV [a farmer formerly on the Steering Group has been a helpful contact in this respect].
- Residents are in the process of marking maps with the location of actual or ‘near miss’ traffic accidents, to provide an evidence base of why speed reductions are necessary.
- Following liaison with Balfour Beatty, it was agreed that the team will present their plans to the Parish Council – with maps of where they want signage and speed reductions.
- Liaison has also taken place with traffic experts in the police service.

9.2 Footpath/Cycle way down the main road – linking the village to Belmont and Locks

- Tim reported that Steve Williams has taken on the role of Footpaths Officer and he has sprayed the small stretch of footpath on the A45 opposite Saxon House, so that the path is visible and accessible for those wanting to cross the main road from the Cobhall Common side.

9.3 Personal property and security

Tim has established that the police are happy to come and discuss security matters with a group of residents should they so wish.

9.4 Environmental Issues

Brigitte Ratcliffe took the lead in organising the recent litter pick with Yvonne, Nick and Jeremy from the NDP Steering Group on her team. Brigitte reported that the litter pick went

really well with 25 participants across the generations turning up for the event on 6th April 2019 which had been loosely coupled with the village ramble and BBQ the same day. It was good to see both families and a team from Allensmore YFC coming out to help. In total 35 purple bags were returned to the village hall from across the 7 routes that Nick had drawn up on maps for the event. This followed on from the good work recently done by Allensmore WI, who collected 4 bags of litter from the main road. It was reported that Balfour Beatty had also responded to residents' concerns and had recently done some clearance of rubbish from the verges on the A465 (they do not do the ditches or hedges as part of their remit).

This initiative tied in with the Great Spring Clean and Herefordshire's own 'Stop the Drop' project. Brigitte has updated the website for the Stop the Drop initiative and she has also agreed to send in some photographs that can be used in future publicity events.

An Ode entitled 'Litter Picking Good' from 'Bard of the 'More' has been written(!) and Brigitte entertained the Steering Group by reading it to us. Copies of this, with thanks to all the volunteers, have been posted around the parish. Personal letters of thanks have also been sent by Brigitte e.g. to the YFC.

Some of the environmental working party met earlier on 15th April to discuss whether we need to do anything differently for future events and also to discuss how we might forward on broader environmental matters. Two residents are keen to help but will not be available until later on in the summer to support this group. Brigitte reported that on the open session of 23rd March, there was strong support for a site survey to be carried out across the parish but it was felt that this might be easier to accomplish once we have a more interactive website. The group expects to meet again in August with another litter pick taking place in early Autumn.

9.5 St Andrew's Church

Tim reported that the Diocese had held a meeting in the church to discuss its 'Mission and Mortar' initiative across the Deanery. This session was attended by 30 people. St Andrew's has been offered the opportunity to evaluate a new on-line tool to support groups of volunteers wishing to bring about improvements at their churches. There is no direct funding but the on-line tool sign-posts groups to relevant services and providers. The PCC will meet on 30th April to decide whether to take up this opportunity; if so, a group of volunteers will be needed from across the community. It was made clear that any initiatives to upgrade church facilities (e.g. installing a toilet and kitchen area) would not be at the expense of the Village Hall – the two buildings being seen as complementary (Tim will ensure full liaison takes place with the Village Hall Trust).

9.6 Local History – Following the display of photographs and research about the Pelican Inn at the March open meeting, Yvonne has continued to gather together source material (both primary and secondary materials). She has booked the village hall for two Friday night sessions (31st May and 26th July between 7-9.00 p.m.), in order to see whether residents are sufficiently interested to attend a more organised group on Allensmore Matters: History and Heritage.

9.0 Items for Next Agenda – Meeting on Monday 13th May 2019

Finance

Regulation 14 Action Plans

Update on audit of documentation [NDP files]

Next Meeting: Monday 20th May 2019 in Pateshall Village Hall

Allensmore NDP Steering Group Meeting 22 Minutes

15th April 2019

Signedas a true record by Nick Chapman (Chairman)

Dated: Monday 20th May 2019

DRAFT