

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 24, Monday 15th July 2019 8pm

Held at Pateshall Hall, Allensmore

MINUTES

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

Members of the Public: none

1.0 Apologies: None

2.0 Declaration of Interest

No change to those previously recorded

3.0 Open Session – not applicable

4.0 Approval of Minutes: Meeting 23: Monday 13th May 2019

The May 2019 minutes were approved by the steering group and signed by the chair [the June meeting was cancelled as it fell mid-way through the Regulation 14 consultation].

5.0 Finance

Tony Cramp reported that £190.40 + £11.60 VAT has been spent on printing costs for the Regulation 14 process and room hire between April-July 2019 will be £40 (still to be paid). This leaves £65.63 remaining for project costs (printing, room hire etc) with another £2,000 for consultant fees. We are broadly on track with budget projections although room hire is currently £20 over budget due to an increase in hire costs of an additional £2 per hour., We will need to apply for £600 of the grant monies for the final examination stage of the NDP process.

A separate Financial Report by Tony Cramp is on file.

6.0 Regulation 14 Consultation Responses

The Regulation 14 consultation took place between 27th May and 12th July 2019. The chair of the Steering Group has updated the Regulation 14 Action Plan; this is on-track with planned dead-lines. Thanks go to Tony and Yvonne for initial work on collating and preparing the responses for consideration by the Steering Group.

In-depth discussion took place about how we should reply to the comments in each of the responses received from:-

- organisational bodies (6)
- neighbouring Parish Councils (1)
- agents acting on behalf of interested parties (2)
- individual residents (14)

Several small additions to the draft plan were agreed, for example,

- including the Environment Agency Flood Risk map to help personalise policy A7

- adding a statement into policy A4 to require developers to make all reasonable checks about any known prior contamination of their land and address these as appropriate.

It was the unanimous decision of the Steering Group that we should not carry out any further adjustment of the settlement boundaries (see Regulation 14 Consultation: Steering Group Responses to the 5 respondents – 4 for the same property – who argued their cases).

Action Points

- Yvonne to produce a draft of the Steering Group response document for the group to comment on.
- The chair to make the additions to the draft NDP for checking by the rest of the group
- Tony and Nick to liaise regarding publication of the response document on the village website and via the village email circulation list [chair to ensure that the two agents receive this document]

7.0 Consultation Statement

Our consultant Louise Kirkup has liaised with Nick and asked for evidence to support the consultations we have done, for example photographs at open events. The chair has set up a digital file to make it easier to transfer this information to her. Tim provided a further supply of photographs and Sally produced the minutes and other documents she had been keeping during the past couple of years as the group's secretary [Yvonne is currently fulfilling this role].

8.0 Next Stages

The chair consulted Louise Kirkup about the next steps now that the Regulation 14 consultation has ended. These steps are:-

- Steering Group consider Regulation 14 responses and agree any changes to the NDP [this task was completed at this meeting]
- Prepare final version of the NDP [chair to make adjustments as agreed at this meeting]
- Provide evidence to Kirkwells for the 'Consultation Statement' [in process / any further evidence held by members of the group to the chair as soon as possible]
- Kirkwells to work on the 'Conditions Statement'
- Get the 3 documents [NDP, Consultation Statement and Conditions Statement] completed and formally accepted by the Steering Group at their next meeting on 19th August 2019.
- Submit above 3 documents to the Parish Council for approval at their meeting on 19th September 2019.
- Simultaneously submit documents to Herefordshire Council for further checks
- Once approved by the Parish Council, the documents will be formally submitted to the Herefordshire Council for the final stages.
- At this point, the process is out of the hands of the Steering Group and Parish Council. Herefordshire Council proceed as follows:
 - Regulation 16: a further 6 weeks consultation
 - Invite applications from examiners on the national panel
 - Appoint an examiner and submit Allensmore's plan for examination
 - Make any changes the examiner requires
 - Organise a referendum for residents of the designated area

The plan will be formally adopted if 50%+1 of those who vote agree to it – therefore it is important that we continue to encourage residents to engage with the process.

9.0 Correspondence / Communications

- With Louise Kirkup at Kirkwells as minuted above.
- The chair reported to the Parish Council on 14th May 2019 regarding the Steering Groups' progress on the NDP process.

10.0 'Allensmore Matters' Community Engagement (formerly Appendix V): Update

Non planning items arising from the NDP process continue to have a positive impact on broader community engagement. Whilst these issues now have 'a life of their own', we report them briefly in the Steering Group minutes as they demonstrate how the NDP process has led to proactive action for the benefit of residents.

10.1 Road/Traffic Safety

Tim Hancox reported to the Parish Council on 14th May 2019 and gained their approval for the Road/Traffic Safety group to continue liaising with Balfour Beatty and other agencies in order to gather information about how to progress related issues raised by residents during the NDP consultations.

The Road/Traffic Safety group have had regular meetings and have also met with Balfour Beatty representatives. The priority issue is to improve safety on the A465 as it cuts through our parish – the group are liaising with the relevant agencies about speed limits and road markings at junctions into the settlement area. Wade Bostock, the chair of this Road/Traffic Safety group will make recommendations to the Parish Council regarding speed limits and double white lines [the next PC meeting is on 25th July 2019].

10.2 St Andrew's Church

The Allensmore NDP includes a policy about working with relevant bodies to support improvements to the church. The Parochial Church Council [PCC] has agreed to work with Deanery officials on their Mission and Mortar initiative and there is a constructive dialogue taking place between the Steering Group and the agencies responsible for the church.

As previously reported, the porch is in a poor state of repair and the church has no toilet or kitchen area. The PCC have recently agreed to seek advice from architects on the optimum way to proceed to address these issues.

10.3 Local History

The first Allensmore History Matters session took place in the village hall at the end of June 2019 when 29 people heard a talk about 18th-19th century owners of Allensmore Court and had the opportunity to look at a display of related items. This research will be on-going and we are grateful to local residents for sharing photographs, artefacts and reminiscences of times gone by which we hope will eventually be imported onto the village website, for all to share, once a new management system is fully operational.

There will be an informal get together on July 26th in the village hall to gather information and oral recollections from those who attended Allensmore School before it closed at the end of the 1950's and became the village hall. This material is likely to be presented as a talk at the end of September 2019.

11.0 Items for Next Agenda – Meeting on Monday 17th June 2019

To include:

Finance

Approval of final draft of NDP, Consultation Statement and Condition Statement.

12.0 Next Meeting Monday 19th August 2019 in Pateshall Village Hall

Allensmore NDP Steering Group Meeting 24 Minutes from 15th July 2019

Signedas a true record by Nick Chapman (Chairman)

Dated: Monday 19th August 2019

DRAFT