

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 25, Monday 19<sup>th</sup> August 2019 8pm

Held at Pateshall Hall, Allensmore

MINUTES

Steering Group Members Present: Nick Chapman (chair), Yvonne Chapman (minutes), Sally Lawrence, Jeremy Lawrence

Members of the Public: none

**1.0 Apologies:** Tony Cramp, Merle Hancox, Tim Hancox

**2.0 Declaration of Interest**

No change to those previously recorded

**3.0 Open Session** – not applicable

**4.0 Approval of Minutes: Meeting 24: Monday 15<sup>th</sup> July 2019**

The July 2019 minutes were approved by the steering group and signed by the chair.

**5.0 Finance**

Tony Cramp has provided a report for the meeting: in his absence this was read by the chair and a copy will be filed with the minutes for this meeting [please see this separate report for full information about expenditure and spending projections]. In summary:

- There has been no charge for the Regulation 14 consultation as the work was done by the Steering Group; this has saved £600.
- The invoice from Kirkwells for preparation of Regulation 16 documents has been paid [costs are as anticipated].
- Room hire for August 2019 will need to be paid.

The saving of £600 grant money on Regulation 14 preparation leaves the Steering Group with sufficient funds to pay consultancy fees to the final examination stage. However, finances will be very tight with only £55.62 remaining for further expenses such as printing and publicity, room hire etc. This may therefore require a further application for grant funding.

The total Locality funded expenditure to date is £7,620.22 (first and second stage grant expenditure / excluding VAT).

Consultancy fees of £600 will be required for the Examination Stage of the NDP process.

**6.0 Approval of Regulation 16 Submission Documents**

- Tony Cramp provided his acceptance in writing of the documents prior to the meeting (copy of email with the minutes for this meeting). He noted the need to remove some blue font indicating recent changes: it was decided to leave this in until after the Parish Council has seen the document, so that they can more easily see what has been changed in response to consultation feedback.

- Tim Hancox provided a table of suggested minor amendments prior to the meeting which the chair and Yvonne had gone through and made recommendations about for discussion at this meeting. Following this discussion, a series of minor alterations will be made ('working document' included with the minutes).
- With the above adjustments agreed, Jeremy proposed formal acceptance by the Steering Group of the three Regulation 16 documents and Sally seconded this. Agreement was unanimous.

Action points:

- Chair: The three documents are in PDF format and cannot therefore be altered. Chair will request that Louise Kirkup provides the documents in Word so that we can make the amendments ourselves.
- Once finalised the documents will be sent to the clerk of the Parish Council for distribution to individual councillors in the expectation that the documents will be formally accepted at the Parish Council meeting on 19<sup>th</sup> September 2019. Councillors will be asked to notify the chair of the Steering Group in advance of the September meeting if they think any further amendments are necessary [this is in order that the Steering Group can move as quickly as possible to the next stage in the NDP process).
- The documents will be sent to Steph Kitto at the Council at the same time as they are circulated to councillor, so that any potential issues can be identified and addressed quickly.

## 7.0 Correspondence/Communications

- The Steering Group response to the Regulation 14 consultation was published on the village website.
- An email from the chairman was circulated to residents about the Reg 14 process and signposting them to the more detailed response on the village website. This communication was also sent to Steph Kitto at Herefordshire Council. Steph replied and said that she looks forward to the Reg 16 submission.
- The chair reported to the Parish Council at their meeting of 25<sup>th</sup> July 2019 [copy of his report in the PC minutes]; this included advising Parish Councillors that three draft Regulation 16 documents were being prepared ready for their consideration and approval when they next meet on 19<sup>th</sup> September 2019.
- The chair has liaised with Louise Kirkup from Kirkwells regarding the Regulation 16 documents.

## 8.0 '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 function independently of the NDP, we provide brief updates in the Steering Group minutes to demonstrate how the NDP process is providing a broader range of benefits for residents.

### 8.1 Road/Traffic Safety

The chair of this group, Wade Bostock reported to the Parish Council at their meeting of 25<sup>th</sup> July [see PC minutes] on the discussions with Balfour Beatty. He outlined both the challenges and expense involved in taking practical steps to improve road safety on the A465 which bisects the parish of Allensmore. Some modest recommendations were made to the parish Council which councillors delegated the Road/Traffic Safety group to continue exploring.

## **8.2 St Andrew's Church**

The Allensmore NDP includes a policy about working with relevant bodies to support improvements to the church: this has been welcomed by Diocesan officials. The Parochial Church Council [PCC] is working with Deanery officials on their Mission and Mortar initiative and the chair of the NDP Steering Group attends these meetings from time to time, as requested, along with Tim Hancox in his role as church-warden.

Residents, including four members of the NDP Steering Group, present at the church coffee morning on 17<sup>th</sup> August 2019 heard that interviews have been held with two architects, with a third session scheduled for later in the month. An architect will be commissioned to work with the PCC on both repairing the porch and devising plans to install a toilet and kitchen area, that will benefit users of this heritage asset.

## **8.3 Local History**

The second Allensmore History Matters session took place at the end of July 2019 when around 50 people came to Pateshall Hall to discuss Allensmore Village School which closed 62 years ago. Thirteen past pupils attended the get-together and their oral recollections were noted; a school re-union photograph featured in the Hereford Times on 8<sup>th</sup> August 2019.

Further research on the village school has now been done at both the National Archives and the Hereford Archives and a talk on the findings will take place in the village hall on Friday, 27<sup>th</sup> September from 7.00-9.00 p.m.

## **9.0 Items for Next Agenda – Meeting on Monday 16th September 2019**

Discussion took place about whether this meeting would be needed given that the documents will be at the submission stage for Regulation 16 and therefore out of our hands. We will make a decision nearer the time about whether or not to hold this meeting.

## **12.0 Next Meeting Monday 16<sup>th</sup> September 2019 in Pateshall Village Hall [see 9.0 above]**

Allensmore NDP Steering Group Meeting 25 Minutes from 19<sup>h</sup> August 2019

Signed .....as a true record by Nick Chapman (Chairman)

Dated: Monday 19<sup>th</sup> August 2019