

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 11, Thursday 22<sup>nd</sup> February 2018 8pm

Held at Pateshall Hall, Allensmore

MINUTES

Due to our consultant being unable to attend on the scheduled date of Monday 19<sup>th</sup> February the meeting was moved until Thursday 22<sup>nd</sup> February.

It is noted that some of the steering group members met informally on Monday evening 19<sup>th</sup> February to review questionnaire answers and also note items that would need advice from either Steph Kitto, Hereford Council Liaison or Louise Kirkup, NDP consultant to ensure the best use of their time and expertise.

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

Also in attendance was Steph Kitto (Hereford Council Liaison) and Louise Kirkup (Kirkwells).

There were no members of the public.

**1.0 Apologies**

Jim and Louise Hamilton

**2.0 Declaration of Interest**

As previously declared (Meeting 5: 21<sup>st</sup> August 2017).

**3.0 Approval of Minutes : Meeting 10 : Thursday 11<sup>th</sup> January 2018**

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

**4.0 Review of progress and questions with Steph Kitto, Herefordshire Council Liaison Officer**

Steph was updated on our progress. The Issues and Options Document has been completed, circulated with a questionnaire and responses collated ready for drafting the Preferred Options Document (without the housing section until site assessments completed) with the Call for Sites running in parallel. Steph agreed to attend the meeting when proposed settlement boundaries are next due to be reviewed. Steph was satisfied that we are making good progress.

## **5.0 Issues and Options Document with Louise Kirkup, Consultant**

On Sunday 28th January 2018 a public consultation event was held between 2 and 4pm at the hall. 45 residents came to either drop their questionnaire off, use the hardcopies of the document to fill out their questionnaire, ask questions or seek further information. A number of residents were concerned over a recent planning application but our NDP document is currently not far enough along in the process for council planners to consult. The main NDP issue was the provisional settlement boundaries.

The overall response to the consultation was 21% of residents aged 16 and over. Tony has produced a full report and summary of the results and comments which will be available for all to view on the Allensmore Parish Council website NDP section. An email with attached summary would also be sent thanking residents for taking the time to respond and directing them to the website for full results. Tony was thanked for his time and effort in producing the report and summary which both the consultant and the council liaison officer praised for its professionalism.

ACTION : NC

Both consultants have found that setting initial settlement boundaries is difficult and the first draft is usually contentious. The comments received from residents were wide ranging although the majority agreed that the proposed boundaries “were about right”. Both consultants also agreed with the steering group that an Issues and Options Document settlement boundary rarely remains in that form for the final NDP document but is a starting point for gathering information and assessing. It was agreed that we would review the proposed settlement boundaries again, taking into account the comments received during the consultation, advice from the consultants and after the call for sites process has been implemented and the required technical assessments completed. We could then exclude green spaces and land not offered but include the best scoring sites put forward.

It was noted that although development would be encouraged within the settlement boundaries, it is possible to build outside under the Herefordshire Core Strategy policy RA3:

‘Policy RA3 – Herefordshire’s countryside

In rural locations outside of settlements, as to be defined in either neighbourhood development plans or the Rural Areas Sites Allocations DPD, residential development will be limited to proposals which satisfy one or more of the following criteria:

1. meets an agricultural or forestry need or other farm diversification enterprise for a worker to live permanently at or near their place of work and complies with Policy RA4; or
2. accompanies and is necessary to the establishment or growth of a rural enterprise, and complies with Policy RA4; or
3. involves the replacement of an existing dwelling (with a lawful residential use) that is comparable in size and scale with, and is located in the lawful domestic curtilage, of the existing dwelling; or
4. would result in the sustainable re-use of a redundant or disused building(s) where it complies with Policy RA5 and leads to an enhancement of its immediate setting; or
5. is rural exception housing in accordance with Policy H2; or
6. is of exceptional quality and innovative design satisfying the design criteria set out in Paragraph 55 of the National Planning Policy Framework and achieves sustainable standards of design and construction; or
7. is a site providing for the needs of gypsies or other travellers in accordance with Policy H4.’

Due to the widespread drainage issues within our area, it was suggested that an environment company AECOM be commissioned to produce a report. This would be grant funded. There was also information collected by Hereford Council a few years ago at Winnal which will be requested.

Many people commented on and put forward landscape views from the area that they felt should be protected. There is no right to a personal view but we can protect important vistas. We would need to explain the view and note where it was from, which would have to be a public place, and why it is important.

If required we can also include policies to cover or protect : sewage treatment/drainage, building outside the settlement boundaries, public views, wildlife/habitats.

#### Next Steps

Louise Kirkup will draft the next document 'Preferred Options' (without the housing section) which she hoped would be done by the end of next week. Meanwhile we would start the 'Call for Sites' process.

Louise will produce a form based on Hereford Council's template for the Call for Sites which will be sent on request to landowners requesting a form as well as being made available on the website. An advert will be published in the Hereford Times, local notice boards, the village e-board and emails collected from the drop-in events asking for people to forward sites. Landowners would be asked to forward any sites even if planning is already submitted, approved or rejected, and irrespective of draft settlement boundaries. Forms would need to be accompanied by a clear OS map with the location marked. Sites would then be subjected to a technical assessment and scored. This information would then be assessed and reviewed in collaboration with Kirkwells.

The next consultation questionnaire will be much shorter and mainly concentrated on housing.

### **6.0 Finance**

Our funding period is coming to an end on 3<sup>rd</sup> March therefore all funds not spent (£500) by then are returned and we have to re-apply for the next stages of our plan which should be up to and including Reg 14. We will need to apply for a grant for the technical assessment and there may be funding for printing and consultation materials from Awards for All.

ACTION : TC

### **7.0 Correspondence / Communications**

As a result of the public consultation one resident invited Nick to see the drainage issues on Cobhall Common which he found very informative.

A resident had emailed questioning two points of detail of the proposed settlement boundaries. Nick to respond that defining settlement boundaries is an ongoing process and as stated above, they will be reviewed again for the preferred options document taking into account comments received during the last consultation, advice from our consultants and the results of the call for sites technical assessments. The accuracy of the Steering Group minutes regarding drawing up the initial settlement boundaries was also questioned by this resident. In response, the Steering Group and consultants are satisfied that all decisions are agreed by the whole group and accurately minuted.

ACTION : NC

It is noted that all steering group members are volunteers and unpaid. The launch event in July was the start of the ongoing consultation and information gathering process, and all meetings are open to residents. The Minutes and Agendas are available for all to see on the website.

An amendment to the vision statement has been suggested and this will be considered for the next version of the document.

Tim noted that we had included in the Issues and Options document whether a cyclepath would be used by residents but did not ask about a footpath from the village hall to Locks Garage. It was agreed that this should be followed up at a later date.

### **8.0 Items for Next Agenda**

First draft of the Preferred Options Document

Progress of the call for sites

### **9.0 Next Meeting : Monday 19<sup>th</sup> March 2018**

Allensmore NDP Steering Group Meeting 11 Minutes

22<sup>nd</sup> February 2018

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

Dated: 19<sup>th</sup> March 2018