

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 12, Monday 19<sup>th</sup> March 2018 8pm

Held at Pateshall Hall, Allensmore

MINUTES

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

Late Arrivals : Item 3.0 Michael Owens and Item 4.0 Jeremy Lawrence

Members of the Public : Bridget Ratcliffe

**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 11 : Thursday 22<sup>nd</sup> February 2018**

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

It was noted that the Winnal survey is amongst the data we have already received.

**4.0 Call for Sites Update**

Notices and submission forms have been prepared and are in the process of being circulated. All relevant information was uploaded to the Allensmore Parish Council website on 10<sup>th</sup> March. An email was sent via the village e-board and to names collected at events on 14<sup>th</sup> March. An advert was in the Hereford Times Village section on 15<sup>th</sup> March and is due to be in the April issue of Tracking the News. Notices will also be placed on notice boards around the village, the mini library, Locks Garage and the Three Horseshoes over the next couple of days.

Submission forms are available to download from the website or via the parish clerk – Mrs A M Wright. Completed forms together with a clear site plan are to be returned to the clerk either by post or email by Sunday 8<sup>th</sup> April 2018.

The independent technical site assessments would need to be grant funded together with any drainage survey we felt would help any future site decisions. We would need to discuss the technical assessment criteria, timetable and possible drainage survey of the area with the selected company (AECOM was suggested by our consultants).

ACTION : TC

It was suggested that members read Hereford Council NDP Leaflet 21 that deals with site assessments.

One resident had contacted the chairman for advice regarding their ‘site’ and has subsequently submitted a form.

There was concern whether residents would understand that the call for sites included those within the current proposed settlement boundaries. This would be clarified in a reminder e-mail.

ACTION : NC

### **5.0 Preferred Options Document**

The next document to be drafted is called the Preferred Options Document which takes into account people's views from the previous Issues and Options Document. Louise Kirkup has drafted this ready for us to review. Members were asked to read and add any comments or corrections to the list already started by Tim and Yvonne, to be reviewed and discussed at the next meeting.

It was suggested that some new photographs are taken for the document together with photographs of views from public spaces that were put forward during the previous consultation.

### **6.0 Finance**

Our first grant finished on 3<sup>rd</sup> March. A total of £4630.85 of our £5250 grant has been spent meaning that we have to return £619.15. A new application will be prepared for the next 6 month period to cover Kirkwells and site assessment work from Localities. It was felt that it was not necessary at the moment to apply for extra funding (from other sources) for printing the next document and questionnaire although this will be reviewed as necessary. It may be necessary to find extra funding if we pursue a drainage survey of the area.

ACTION : TC

### **7.0 Correspondence / Communications**

A resident had contacted the chairman asking for advice about a possible site. Further communication had been received from a resident concerned over the settlement boundaries and potential conflicts of interest. NC has replied that the proposed boundaries in the Issues and Options document were formulated and agreed by the whole steering group, although individual members withdrew from the discussions where there was a possible conflict of interest. The draft settlement boundaries will be reviewed again for the next consultation document when all the consultation comments and the call for sites outcomes will be available for consideration.

The church has held a meeting with specialist diocese personnel to discuss ideas for the future. They were very pleased that the NDP had involved the church and although lack of facilities such as toilets, kitchen and parking are restrictive at the moment they see the church as being of historical interest and suggested it could be promoted more and were very positive about its future.

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

Preferred Options Document  
Call for Sites  
Photographs

### **9.0 Next Meeting : Monday 16<sup>th</sup> April 2018**

Allensmore NDP Steering Group Meeting 12 Minutes

19<sup>th</sup> March 2018

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

Dated : 16<sup>th</sup> April 2018