

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 23, Monday 13th May 2019 8pm

Held at Pateshall Hall, Allensmore

MINUTES

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

Members of the Public: Wade Bostock

1.0 Apologies: Merle Hancox, Jeremy Lawrence,

2.0 Declaration of Interest

No change to those previously recorded

3.0 Open Session – Wade Bostock, the member of the public present at this meeting is chairing the traffic/road safety group, set up to help progress Allensmore Matters (formerly Appendix V) issues – see under 9.1 for his comments.

4.0 Approval of Minutes: Meeting 22: Monday 15th April 2019

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

5.0 Finance

Tony Cramp reported that nothing has changed since the April 2019 meeting.

6.0 Regulation 14 Consultation Planning

6.1 Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) – carried out by Herefordshire Council

Since the last meeting, members of the NDP Steering Group read and commented on the draft SEA and HRA sent to us by Steph Kitto at Herefordshire Council. Various corrections were requested, alongside the Steering Group raising a number of queries. Steph returned the amended versions of the SEA and HRA in time for this meeting and the chair talked through her responses to our queries which included:

- Appendix 1 – why is Allensmore Court showing as an unregistered park? On the advice of Steph this remains the case in documents provided to the Council even though the estate was fragmented and sold off to private individuals in the 1950's.
- Appendix 3 – why does Natural England's response refer to St. Weonard's rather than Allensmore. Steph notes that this is a mistake on the part of Natural England, however, this makes no material difference to our plan.
- Discussion also took place about the Habitat Regulation Assessment given that only a small part of the designated area falls into the hydrological catchment area of the River Wye. The NDP Steering Group notes that none of our proposed sites are in or near to the Wye catchment area

The overall conclusion from the SEA and HRA reports is positive given that our draft NDP is deemed to be fully compliant and therefore nothing in it needs changing to satisfy these evaluations.

6.2 Regulation 14 Consultation Period

Since the last meeting, the date of the consultation period has been adjusted to 27th May – 12th July. This mitigates against the impact of the May Bank Holiday and ensures that we have the mandatory six weeks of consultation.

The Regulation 14 Action Plan and introduction to the draft NDP (p4) have been amended to reflect the above; a further correction on this introductory page of the NDP was spotted during the meeting.

Action point

Chair to make the correction on p4 of the draft NDP and draw this to the attention of the Parish Council before they ratify the document on 14th May 2019.

6.3 Process of consultation with residents for Regulation 14

The chair has drawn up publicity documents for the Regulation 14 consultation with residents and circulated these to the steering group members for their comments. Final versions were agreed at this meeting and discussion took place about reproducing and circulating this information to residents.

The documents will all need to go on the village website however, the website host has unexpectedly turned off the tool for updating it as this is no longer supported. This means that transfer to a management tool such as Wordpress is becoming more critical [the hosts support this system]. Meanwhile, Tony has downloaded all the current information on the website and the domain name remains registered to the Parish Council.

Action points:

- Chair to report to the Parish Council on 14th May 2019, when it is anticipated that they will ratify the draft NDP ready for Regulation 14 submission
- Assuming ratification of the draft NDP by the Parish Council, the chair to arrange reproduction of publicity material and copies of the latest draft of the NDP (to liaise with Tony Cramp regarding financial implications).
- Tony and Nick to liaise regarding the capacity to post relevant documents on the village website.
- Posters to be displayed around the designated area in the usual places for communication (e.g. village hall, church, ‘books in a box’ kiosk).
- Posters and or document itself to be displayed in locations near to the designated area e.g. Lock’s Garage, The Three Horseshoes Inn and Belmont Library.
- Poster to be circulated on the village email along with an introduction by the chair – to cover:
 - Brief overview of Regulation 14
 - Where the draft NDP can be located and how residents can comment on it
 - Where next with the NDP following Regulation 14
- Every household in the designated area will receive a leaflet about the Regulation 14 consultation (Tony to allocate the Steering Group with addresses for each person to make deliveries). The leaflet will also signpost residents to how they can access the document and response forms.
- Tim to erect verge-side boards in the usual communication spots before the consultation period ends encouraging residents to respond.

6.4 Process of consultation with other statutory consultees for Regulation 14

- The chair has personalised the public representation form provided by Herefordshire Council for use with statutory consultees although Welsh Water and the Environment Agency have their own proformas.
- The clerk to the Parish Council has provided her contact details for any required liaison with public bodies; she has checked the list of statutory consultees and has agreed to send out the representation forms to these bodies.
- The Steering Group will publicise Regulation 14 and elicit comment from any interested bodies and/or businesses in 'Tracking the News' and The Hereford Times.

Action points

- Chair to check with clerk to the Parish Council that she will send out the proformas to Welsh Water and the Environment Agency as well as all the other bodies already agreed to.
- Chair to seek advice from Louise at Kirkwell's about enabling representation from businesses beyond the designated area.
- Chair to place relevant information in Tracking the News (deadline 15th May) and The Hereford Times
- Once the Parish Council has approved the draft NDP, 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

Sally is continuing to maintain the file, whilst Yvonne is temporarily acting as secretary to the Steering Group. It was agreed that we should keep all information at present, even more ephemeral items such as emails and 'work in progress' documents.

Action point

- Given that Louise from Kirkwells had been on holiday when the Chair tried to seek her advice, it remains an action point to check with her about how much evidence we might need to submit.
- Tony to take screen shots of the website

8.0 Correspondence / Communications

- With Stephanie Kitto at the Council as minuted above.
- The Reg 14 draft document and action plan was sent to the PC members on 7th May in time for them to consider it before their meeting on 14th May 2019 when we anticipate that it will be formally approved.
- Liaison between the chair of the Steering Group and the clerk to the Parish Council as minuted above.

9.0 'Allensmore Matters' (formerly Appendix V) - Update

9.1 Road/Traffic Safety

Wade Bostock (the public attendee), reported that there have been two meetings recently, the last on 8th May. The group has tried to consult with parishioners about accidents and near misses in the parish, especially on the A465. The group have prioritised several initiatives which Tim will put to the Parish Council on 14th May to ask for their approval to proceed. These are:-

- Reducing the speed limit on the A465 as it passes through the parish (and preferably just past the junction at Lock's Garage.
3 major initiatives. The start of such a reduction around Webtree could tie in with plans for the new link road if these proceed.
White 'gates' to denote entry to a settlement area.
- Reducing speed limits within the settlement areas to 30 mph.
- Double white lines on relevant sections of the A465 to prevent overtaking and hence the frequent hazard to those turning right into the village settlements.
- Renewal of worn away white lines at junctions within the settlement areas.

Discussion also took place about:-

- The condition of road surfaces within the village e.g. the hazardous potholes along the stretch of road by The Beeches (Cobhall Common side of the village).
- The feasibility of introducing a vehicle weight limit in the Allensmore side of the village.

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

This will be on the back burner at present but may fit in with the whole transport package for the proposed link road. It was noted that the new ward councillor promoted initiatives such as footpaths and cycleways and this is likely to be a useful link; the councillor is due to attend the Parish Council meeting on 14th May 2019.

9.3 Personal property and security

There has been contact with the local police – PCSO – who is willing to advise residents at a meeting if they wish for this service.

9.4 Environmental Issues

Nothing further to report since the last meeting.

9.5 St Andrew's Church

The chair and vice chair of the Steering Group attended a Deanery meeting in Peterchurch about an on-line tool for the 'Mission and Mortar' initiative aimed at improving church facilities so that these buildings can be used more efficiently by local communities. Deanery staff were delighted that Allensmore NDP has included a policy about working with relevant bodies to support improvements to the church.

The Parochial Church Council has agreed to work with Deanery officials to test the on-line tool but no decisions have yet been taken about what particular improvements will be prioritised at St Andrew's, Allensmore. However, it is recognised that the 12th century porch is in a poor state of repair and that the church has no toilet or kitchen area.

9.5 Local History

Due to a clash of dates, the first two meetings of the proposed history group will now take place on 28th June and 27th September, both from 7.00-9.00 p.m. with a planning meeting taking place on 3rd June from 12.15 p.m. at Springfields, Allensmore, for anyone who would like to get involved. A publicity note has been issued about the first meeting on the village email.

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

Finance

Regulation 14 matters and where next

Audit of documentation – update, especially in terms of website

Next Meeting (provisional): Monday 17th June 2019 in Pateshall Village Hall

This is the date scheduled for the next meeting, however, it comes mid-way during the Regulation 14 consultation. Discussion took place about whether this meeting would be necessary; it was decided to keep it in the diary, but a decision would take place nearer the time about whether to cancel it or not.

The meeting after that will be on 15th July 2019.

Allensmore NDP Steering Group Meeting 23 Minutes

13th May 2019

Signedas a true record by Nick Chapman (Chairman)

Dated: Monday 15th July 2019