

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 2, Monday 22<sup>nd</sup> May 2017 8pm

MINUTES

Present : Nick Chapman (chair), Louise Hamilton, Jim Hamilton, Tim Hancox, Merle Hancox, Yvonne Chapman, Jeremy Lawrence, Tony Cramp, Sally Lawrence (minutes) and a member of the public – Michael Owens

**1.0 Apologies**

There were no apologies.

**2.0 Declaration of Interest**

It is noted that Tony Cramp is a director of Data Orchard, an NDP consultancy company.

**Approval of Minutes : Meeting 1, 24<sup>th</sup> April 2017**

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

**3.0 Designation Progress**

The consultation process is due to end this week.

**4.0 Appointment of Project Manager**

Unfortunately Pat Scanlon felt unable to continue with this role but after discussion it was decided to leave vacant for the time being and revisit at a later date.

**5.0 External Consultants Progress Reports**

Tony will have no involvement with references, quotes or the selection process for consultants.

Hereford Council NDP have given us a list of parishes already in the process of developing an NDP. A number were approached for information regarding consultants and a response was received from Ross. They were very positive about Place Studio, based in Bristol. Nick contacted Data Orchard (Hereford), Kirkwells (Burnley) and Foxley Tagg (Cheltenham) consultants for information and quotes. Information was received today from Data Orchard, Place Studio and Kirkwells with a guide quote for individual tasks depending on how much of the work they do and how much we take on ourselves. These would be forwarded electronically to members tomorrow. It should be noted that consultants used different methods to collect the necessary data.

It was decided to contact a shortlist of parishes that have used the above consultants for references. It would depend on references whether further information and/or presentations from consultants would be necessary.

**ACTIONS**

Contact parish councils/NDP Steering Groups for references  
Review consultant information and quotes

NC, TH  
ALL

## **6.0 Project Plan**

### **(a) Stages**

It was agreed to defer to the consultants when appointed for this. It was noted that there are some guidance documents on NDP's on the Hereford Council website.

## **7.0 Launch Event**

It was decided to book Pateshall Hall for Saturday 29<sup>th</sup> July 9.30 – 3.30 with the event running 10 – 3.

The letter box leaflet was reviewed and a few suggestions made for a 2<sup>nd</sup> draft. We still need to decide on a logo or picture to use on communications.

Members are aware that the group does not represent a good cross section of the community at present and would welcome more members and this should be a good opportunity to enrol others.

An advert would be put in 'Tracking the News'.

Nick would contact Hereford Council NDP for any information they have relevant for launch events and a couple of completed plans we could use as examples.

It was hoped to portray this plan as not just about planning but the community as well.

### **ACTIONS**

|                                     |       |
|-------------------------------------|-------|
| Book hall                           | TC    |
| Hereford Council NDP information    | NC    |
| Leaflet 2 <sup>nd</sup> draft       | YC/NC |
| Tracking the News – info and advert | NC    |

## **8.0 Finance / Grants**

It was estimated that £170 would be needed for the launch event – hall rent, leaflet printing, posters and refreshments. It was agreed to ask the parish council to fund this as it is unlikely that grant funding would be in place by then.

Grant funding of up to £9000 is available for the process but is best applied for in stages as the money is time limited.

## **9.0 Correspondence / Communications**

Tim highlighted an issue Llangarron had with Facebook and comments posted and that we should be aware and monitor closely.

An email from a Winnal Common resident has been received expressing his views about development. A response was sent from a member of the steering group explaining that developing an NDP will give residents a voice in local planning policy.

**10.0 Report for Parish Council**

Nick agreed to present a report to the next parish council meeting on Thursday 25<sup>th</sup> May 2017.

**11.0 Items for Next Agenda**

A short introductory paragraph to the NDP would be added to the top of the next agenda before distribution.

Michael Owens was asked whether he would be interested in joining the group and he agreed.

**12.0 Next Meeting : Monday 19<sup>th</sup> June 2017, 8pm at Pateshall Hall**

Allensmore NDP Steering Group Meeting 2 Minutes

22<sup>nd</sup> May 2017

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

Dated: 19<sup>th</sup> June 2017