

Allensmore Parish Council  
Neighbourhood Development Plan Steering Group

Meeting 13, Monday 16<sup>th</sup> April 2018 8pm

Held at Pateshall Hall, Allensmore

MINUTES

Steering Group Members : Nick Chapman (chair), Tim Hancox, Merle Hancox, Tony Cramp, Jim Hamilton, Louise Hamilton, Michael Owens, Jeremy Lawrence and Sally Lawrence (minutes).

Members of the Public : Bridget Ratcliffe, Sandra Thomas, Jeremy Thomas, Val Burge, Rob Smith, Catherine Smith

**1.0 Apologies**

Yvonne Chapman

**2.0 Declaration of Interest**

As previously declared (Meeting 5: 21<sup>st</sup> August 2017). Jeremy and Michael also declared interests in land submitted in the call for sites process.

**3.0 Approval of Minutes : Meeting 12 : Monday 19<sup>th</sup> March 2018**

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

**4.0 Call for Sites and Site Assessment**

The chairman stated that no individual sites would be discussed at this meeting and further work could not be started until the next phase of our grant funding had been agreed and received. It was also noted for the benefit of the public attendees that as the steering group are all volunteers who are learning about the process as it evolves, we regularly obtain advice from either our consultant, Louise Kirkup from Kirkwells, or our Hereford Council representative, Steph Kitto for anything we need clarification on.

Notices were placed around the village, an advert put in the Hereford Times and Tracking the News, an email was sent via the village e-board and information was put on the parish council website asking for submissions for potential housing sites within the NDP area. A reminder email was sent via the e-board on 2<sup>nd</sup> April.

Completed forms together with a clear site plan were to be returned to the parish clerk either by post or email by Sunday 8<sup>th</sup> April 2018. A couple of late submissions were presented but after advice from Steph Kitto it was agreed that submissions would be allowed until this meeting.

We have received 18 submissions. This information will be collated ready for assessment.

Members of the public asked whether the submission sites could be shared now.

The steering group felt that further advice would be necessary before publication of the submitted sites to see if we should release details before any assessments have been done and further background data collected. Sites will ultimately be published within the Preferred Options Document together with the independent technical assessments and ratings.

Subject to grant funding a specialist company AECOM would be approached to conduct the site assessments and a possible drainage survey for the area. Criteria for the site assessments would be discussed further with the company once appointed.

ACTION : TC/NC - Consult with Steph and AECOM

## **5.0 Preferred Options Document**

The document was reviewed, edited and corrected on a master copy.

Some sections will still need corrections and/or additions including : Contents, Views, Policies and Appendix IV.

## **6.0 Finance**

The first 6 month stage of funding has finished with all necessary paperwork and monies returned as appropriate. The next application window has just been opened and funding is now available for 12 month periods. The majority of funding will cover Kirkwells' fees but we will do some of the tasks to enable us to have some funding for printing. Extra funding is available for technical assessments and Strategic Impact Assessments (SIA). We will apply for AECOM to do technical assessments and if Hereford Council agrees we may be able to apply for a SIA for drainage. Another option for funding includes 'design code support' but it was felt that it was not necessary as we have many styles of housing already - fitting in with the immediate vicinity was considered to be more important and this could be covered with Policies.

Jim questioned whether every household should receive a copy of the Preferred Options Document to help encourage more involvement and voting. It was felt that this would be too costly and wasteful. It was also suggested that a meeting in each settlement area could generate some interest.

An expression of interest form has to be done and sent off before the grant application form is sent.

ACTION : TC

## **7.0 Correspondence / Communications**

A request for a late submission was received. Advice was sought from Steph who suggested that we could allow any received until this meeting.

## **8.0 Items for Next Agenda**

'Open Session' – an opportunity for residents to raise subjects they wish to be brought to the attention of the Steering Group. This period will be restricted to 15 minutes so that the steering group can make timely progress with the agenda items. Please note that decisions cannot be made at this meeting on items not on the Agenda.

## **9.0 Next Meeting : Monday 21<sup>st</sup> May 2018**

The meeting closed at 10:20pm.

Allensmore NDP Steering Group Meeting 13 Minutes

16<sup>th</sup> April 2018

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

Dated : 21<sup>st</sup> May 2018