

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 14, Monday 21st May 2018 8pm

Held at Pateshall Hall, Allensmore

MINUTES

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

Members of the Public : None

1.0 Apologies

Jim Hamilton and Louise Hamilton

2.0 Declaration of Interest

As previously declared (Meeting 5: 21st August 2017). Jeremy and Michael have also declared that they submitted sites during the call for sites process (Meeting 13: 16th April 2018).

3.0 Open Session

There were no residents present.

4.0 Approval of Minutes : Meeting 13 : Monday 16th April 2018

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

5.0 Finance

There has been no spending since the last meeting however grants have been applied for the next stage of work. This consists of two parts (1) Project costs and (2) Technical support.

Project costs. We have applied for £3645.00 to cover the period until the end of March 2019. This is £3100 for the consultants Kirkwells and £545 to cover printing and hall hire. This has been approved subject to final checks.

Technical support. This is to support site assessments. An initial teleconference has taken place with Tony, Nick and AECOM to provide details for the grant process. We are awaiting the outcome of this.

6.0 Call for Sites and Site Assessment Progress Update

At the previous meeting residents had requested further information on where sites were located. After consulting Louise from Kirkwells a map was prepared with accompanying notes and placed on the parish website and an email sent via the village e-board directing people to the website for further information.

Two extra applications (one included 3 sites and the other 2) have been received since the last meeting (after deadline). As the technical assessments have not been started it was agreed that they should be accepted and included making a total of 23 sites. An updated map would be published in due course.

There was concern expressed that maybe people thought that because their property or site was included in the first proposed settlement boundaries they did not need to do anything. In the interest of fairness it was felt that it would not be appropriate to approach individual householders/landowners.

Some members of the steering group would meet with AECOM (once contracted) and visit the sites. Assessment criteria is still to be discussed with AECOM.

7.0 Preferred Options Document

The document was further reviewed, edited and corrected on a master copy. The draft polices including housing density would be revised by Nick and Yvonne although they would still need to be checked and reviewed after the technical reports. The introductory page is also still to be amended. A number of photos have been taken around the area which would be incorporated into the report. Many views around the area are far into the distance.

7.0 Correspondence / Communications

One resident was sent a different version of the call for site map.

Another resident was concerned that not all submitted sites were shown on the map which turned out to be an application believed to have been lost in the post.

Two further applications have been received one as above and another via Louise at Kirkwells. On consultant advice it was decided that both applications could be accepted as technical site assessments have not been started – they would be noted as having been received after the deadline.

An initial teleconference between Tony, Nick and AECOM has taken place to enable progress on technical assessment funding application.

Nick would provide an NDP progress report to the parish council on Thursday. These briefings would also be collated for the evidence file.

8.0 GDPR

Nick produced a GDPR policy which was adopted by the steering group.

9.0 Items for Next Agenda

As normal.

10.0 Next Meeting : Monday 18th June 2018

Allensmore NDP Steering Group Meeting 14 Minutes

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Signedas a true record by Nick Chapman (Chairman)

Dated : 16th July 2018