

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 21, Monday 18<sup>th</sup> March 2019 8pm

Held at Pateshall Hall, Allensmore

MINUTES

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

Members of the Public : 2 - Ian Taylor and Sandra Taylor

**1.0 Apologies**

Sally Lawrence

**2.0 Declaration of Interest**

No change to those previously recorded

**3.0 Open Session**

No issues were raised by residents present at the meeting.

**4.0 Approval of Minutes: Meeting 20: Monday 18<sup>th</sup> February 2019**

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

**5.0 Finance**

There has been no change in the financial situation since the previous meeting. An invoice has been received for hall hire until end March 2019 of £75 which therefore covers this meeting. Following discussion with Louise, our consultant from Kirkwells, they anticipate working on preparatory matters for Regulation 14 and will therefore invoice us for £600 before the end of the month. Expenditure to date is as budgeted.

Grant money that is unspent by 5<sup>th</sup> April 2019 has to be returned and reapplied for in the third stage.

**6.0 First Draft Plan (Preferred Options) – Follow-up to Consultation**

The chair explained the process undertaken during the last consultation (January 2019) for the benefit of residents at this meeting. Verbatim responses from residents have been published on the village website. Following that, the Steering Group have had two lengthy working party sessions. The responses have now been broken down and classified into the following sections of the First Draft Plan (Preferred Options) document:-

- General issues
- Vision and objectives
- Policies 1-8
- Appendix V (non planning issues)

The Steering Group have made considered responses to residents' comments and noted whether changes are required to the First Draft Plan (Preferred Options) document. This body of work was then reviewed by the consultant at Kirkwells; she praised the comprehensive nature of the Steering Group's work whilst making a few additional suggestions to add into the document [the Steering Group went through these together and accepted them in full].

Before formally ratifying the document responding to residents' feedback, further discussion took place about:

### 6.1 Views

Discussion centred round whether to be more specific about views given the plethora of long-ranging vistas across fields to the surrounding hills: these are widely enjoyed across the whole parish. It was decided to maintain the approach to significant views already taken in draft Policy A1 – Protecting and Enhancing Local Landscape Character, and not try to be more specific than this.

### 6.2 Settlement Boundary Amendments

As a result of residents' feedback in the January consultation, the Steering Group reviewed the proposed settlement boundaries to ensure consistency against the draft policies. This has led to a proposed tightening of the settlement boundary in the centre of Cobhall Common in order to fully adhere to the policy whereby future development remains linear (i.e. not building more than one deep). We have also made a small adjustment to the boundary around the curtilage of one property in Winnal Common, thereby returning the boundary to that which we put before residents in earlier consultations.

### 6.3 Overall document/policy changes to the First Draft Plan (Preferred Options)

These were unanimously agreed by the Steering Group.

#### Action Points:

- i) Nick and Yvonne to incorporate the last few amendments into the consultation feedback which will then be published for residents on the village website and through other usual mechanisms such as the village email circulation list.
- ii) Kirkwells to incorporate the changes from the January 2019 consultation into the First Draft Plan in preparation for Regulation 14 (changes to be completed by the end of March 2019).

#### Where Next?

- Discussion took place about the forthcoming Regulation 14, an important step in the NDP process: Regulation 14 requires a six-week period of formal consultation with residents.
- Louise from Kirkwells has sent a range of documents to support the Regulation 14 process, including a very useful action plan. Steph, the Planning Officer from Hereford Council, has also promised to send information to help with Regulation 14 preparations. In discussion with Steph, the chair has established that we cannot formally start Regulation 14 until after the local elections are completed on 3<sup>rd</sup> May 2019; until then the decision-making officials are 'in purdah'. Whilst constraining the speed with which we can proceed, the Steering Group recognised that this gives us the rest of March and April during which to complete the extensive set of requirements which are pre-requisites for triggering Regulation 14. This body of work is likely to require additional working party sessions from within the Steering Group.
- The final plan will require Parish Council approval before it is submitted for Regulation 14; the potential impact of Parish Council elections on the timing of this was discussed [action point: Tony as current chair of the Parish Council to consider].

## 7.0 Correspondence / Communications

7.1 The clerk to the Parish Council had received an email from a property owner in Winnal enquiring about the prospect of an adjoining paddock being utilised as a development site. The chair of the Steering Group replied to the effect that the 'Call for Sites' process had now

closed and he explained the rationale behind the proposed settlement boundaries. Whilst the property and part of the garden is within the draft settlement boundaries, the adjoining paddock is not.

7.2 The chair has sent a submission for the April edition of 'Tracking the News' – notifying residents that the Steering Group responses to the January consultation will (by then) be published for them to look at.

7.3 Tony had received an email from a resident of Cobhall Common expressing concern about a recent planning approval made by Hereford Council (site 15 in the First Draft Plan (Preferred Options) document). Following discussion with the chair of the Steering Group, he replied explaining the process that had been carried out. Given that Allensmore does not yet have an adopted NDP and that this document is still awaiting its Regulation 14 stage, then it carries no weight in planning decisions. Instead, it is Hereford Council who make the decision based on the Core Strategy policies and following any representations from individuals and public bodies that may be put forward. This illustrates why it is so important for the parish to have its own Neighbourhood Development Plan, if residents wish to have any influence over future planning decisions.

7.4 Tim has met with and received follow-up email correspondence from the ward Councillor, Jon Johnson, on 'Appendix V' (non planning issues) – see under section 8.0 below.

### **8.0 'Appendix V' – Non Planning Issues - Update**

Tim reported on preparations for the open meeting he is organising for residents in the village hall on Saturday 23<sup>rd</sup> March 2019 from 2.00-4.00 p.m. This session will provide an opportunity for interested parties to work together on areas of concern such as litter, traffic/speed management and other environmental and/or social concerns. Yvonne will also have an input on local history with a view to establishing an Allensmore History Society. Tim has produced signage boards and notices for this event which he and Merle have distributed around the parish, including publicising the event on the village email list.

As part of establishing connections with other agencies necessary to the above work, Tim has met with Councillor Jon Johnson and exchanged email communications with him. The Councillor has helped signpost contacts with relevant bodies who have the ultimate authority in matters such as traffic management: he also produced an update on broadband provision for the areas of the parish that are not yet connected. Despite some slippage in the delivery timetables, Councillor Johnson reports that work is due to start on cable installation in October this year, so hopefully, we may soon see Gigaclear vans and operatives doing survey work in our area.

Tim has liaised with the chair of the Allensmore W.I. about an organised litter pick. The W.I. are already scheduled to do their own litter pick along the A465 in the coming weeks [Jon Johnson has advised her of the safety implications of litter picking on a main/busy A road]. Tim had already registered the NDP for the 'Great Spring Clean' and has been in contact with Balfour Beatty about this; this litter pick will take place on 6<sup>th</sup> April 2016 and will be 'loosely coupled' with the village ramble and barbeque taking place later the same day.

Some discussion took place about having a proper name to replace 'Appendix V' issues! Suggestions thus far include:

- Focus groups
- Allensmore Environmental Group
- Allensmore Matters

We anticipate that this will be discussed by attendees at the open meeting on 23<sup>rd</sup> March.

**9.0 Items for Next Agenda**

Finance

Regulation 14 Action Plans

Audit of documentation [NDP files]

**Next Meeting: Monday 15<sup>th</sup> April 2019 in Pateshall Village Hall**

Allensmore NDP Steering Group Meeting 21 Minutes

18<sup>th</sup> March 2019

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

Dated: 15<sup>th</sup> April 2019