

# DRAFT

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 4, Monday 17<sup>th</sup> July 2017 8pm

## MINUTES

Present : Nick Chapman (chair), Tim Hancox, Merle Hancox, Yvonne Chapman, Michael Owens, Jim Hamilton and Sally Lawrence (minutes)

Consultant : Louise Kirkup from Kirkwells

Public : John and Dorothy Harris

### **1.0 Apologies**

Jeremy Lawrence, Louise Hamilton and Tony Cramp

### **2.0 Declaration of Interest**

As the Steering Group members are either home owners and/or landowners for openness and transparency it was decided that a 'Register of Interests' would be compiled for members.

### **3.0 Approval of Minutes : Meeting 3, 19<sup>th</sup> June 2017**

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

### **4.0 External Consultant : Kirkwells – Louise Kirkup**

Louise, a Chartered Town Planner, is a director of Kirkwells which is a small company based in Burnley with experience in producing NDP for both rural and urban areas. The company is also involved with a number of local parishes who are at various stages of the process. Nick Chapman met with Louise immediately prior to the meeting for a tour of the area.

Louise reiterated that the process is not to stop development but help shape and manage where and what type of development the parish would accept.

Experience has shown that the steering group members are knowledgeable about their area and, after gathering views from a launch event, are well placed to help shape the first draft document which will be built upon and presented by Kirkwells together with an Issues and Options Document. This is then reviewed and edited as necessary to produce a final document. This document then goes to Hereford Council and an independent examiner to test whether it would meet national and local planning policies. The examiner will produce a report and may request amendments which will need reviewing. Once all steps have been completed a referendum will be held for local people to vote on the plan which if accepted will have legal status. As a guide it can take 6 – 12 months to produce the consultation document and up to 2 years to the referendum.

Louise agreed to attend the next meeting on 21<sup>st</sup> August to start drafting the document using the feedback from the July launch event.

### **5.0 Launch Leaflet and Distribution**

The leaflet has been printed and was handed to members for distribution. It is hoped that all leaflets would be delivered by 22<sup>nd</sup> July.

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## **6.0 Launch Event : Saturday 29<sup>th</sup> July 2017 10am – 3pm**

We have some copies of other neighbourhood plans, a large map, copy of the Herefordshire Core Strategy and some old photos.

Tim would prepare a couple of signs to remind people.

Nick will prepare a rolling powerpoint presentation.

Merle would organise refreshments.

A reminder e-mail would be published on the village e-board during the previous week and a notice put under village news in the Hereford Times.

It was recommended that some photos are taken on the day to provide as evidence.

It is noted that Michael Owens, Jim and Louise Hamilton are not available on the day.

## **7.0 Finance**

The grant application process should be started as soon as possible. It was thought the process should only be around 10 days from application to approval letter. Nick would liaise with Tony to start process.

Kirkwells invoice in stages as set out in the proposal document.

## **8.0 Correspondence / Communications**

Nick has spoken to Steph an NDP contact at the council who said that as long as our NDP is being seen to make progress we would not be included in the Herefordshire Council's Rural Areas Site Allocations Development Plan Document.

## **9.0 Items for Next Agenda**

Launch Event Feedback

NDP 'Brainstorming'

Grant Progress

## **10.0 Next Meeting : Monday 21<sup>st</sup> August 2017, 8pm at Pateshall Hall**

Allensmore NDP Steering Group Meeting 4 Minutes

17<sup>th</sup> July 2017

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

Dated: 21<sup>st</sup> August 2017

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Not part of the minutes

## NDP ACTIONS – JULY 2017

|   |         |
|---|---------|
| Register of Interests                             | SL      |
| Photos : Launch Event / Neighbourhood             | ALL     |
| Grant Application                                 | NC / TC |
| Leaflets (ideally by 22 <sup>nd</sup> July)       | ALL     |
| Launch Event                                      |         |
| Notice boards, core strategy                      | TH      |
| Powerpoint and associate equipment                | NC      |
| Email reminder and village news                   | NC      |
| Refreshments – milk, tea, coffee, sugar, biscuits | MH      |
| Refreshments – squash, teatowels                  | SL      |
| Boards  |         |
| Sticky notes / Pens                               |         |
| Clipboard / Questions                             |         |
| Collect e-mail addresses                          |         |
| Old photos / maps                                 |         |
| Box for private comments                          |         |