

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 5, Monday 21st August 2017 8pm

MINUTES

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

Hereford Council : Stephanie Kitto

Public : John and Dorothy Harris

1.0 Apologies

None

2.0 Declaration of Interest

Steering group members completed the 'Registrable Interests form 2017', a recently revised version of that used by parish councillors which will be kept on file. A broad summary is below. Items discussed at meetings such as settlement boundaries or allocation of sites would require any member associated with or living next to or near the site to declare an interest and withdraw from the meeting if/when appropriate.

Nick Chapman Director of Vonic Consulting Ltd (IT/Business Consultant) (no local
Springfields clients) and chair of Allensmore NDP

Tony Cramp Director of Data Orchard CIC (Research Company), Allensmore
Church House Parish Council Chairman and finance officer for NDP Steering Group

Sally Lawrence Self employed farmer, parish councillor and NDP minutes
Home Farm, Home Farm Cottages, buildings and land with associated business
Note : Close family members also have interests in property/land within the NDP area

Jeremy Lawrence Self employed farmer and parish councillor
Winnal Farm, buildings and land with associated business
Interest in : Moorfield Farm, Red House.
Note : Close family members also have interests in property/land within the NDP area

Michael Owens Self employed farmer
Wood Street Barn, Green Farm, buildings and land (Allensmore and Much Dewchurch) with
associated business
Note : Close family members also have interests in property/land within the NDP area

James and Louise Hamilton
2 The Orchards Directors of Hamilton Software Consultants Ltd (Software Tools)

Yvonne Chapman Director of Vonic Consulting Ltd (IT/Business Consultant) (no local
Springfields clients). Education Consultant/School Improvement Partner

Tim and Merle Hancox
Bramble Cottage Retired
Jim queried question 7 of the interests form.

Stephanie responded after the meeting 'securities in this instance will refer to any connection or shares or interests in any asset or business that may have influence on any future development or activities regarding the NDP'.

3.0 Approval of Minutes : Meeting 4, 17th July 2017

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

4.0 Hereford Council Representative : Stephanie Kitto

Stephanie is a Hereford Neighbourhood Planning Officer and is our contact. There are 108 designated areas within Herefordshire and 21 plans adopted. Each plan takes between 18 months and 2 years to complete.

She was complimentary about the start of our plan with the leaflet and launch event. We were off to a good start. She would begin to prepare our Scoping Report which looks at wildlife sites, listed buildings and other factors of importance in our area. The Hereford SHLAA Document already published has a list of sites outlined for Allensmore.

Our remaining target until 2031 is 15 dwellings which is the minimum number needed. A barn conversion would count as an extra dwelling but Steph would check about derelict buildings. *A response received from Steph states that 'when a building has been derelict it is still classed as a residential dwelling unless it has been removed from the councils register. In this case the renovation of the property would not count towards your proportional growth allocation'.*

We will have to decide settlement boundaries for areas within our NDP. A call for sites would come further into the process. Any proposed sites either put forward by the landowner or suggested by committee and landowner approached would need to be assessed. Types of houses required should become evident through the Issues and Options process via Kirkwells and criteria would need to be developed for allocated sites. This would all be incorporated into Policies within the final document. We need to be careful that policies and criteria are in place as allocated sites in principal will have 'outline planning'.

As the boundary splits Green Farm it was suggested that a Policy could be included in the final document to cover development of land there as any access is through our area.

Funding is applied for in 6 month stages. If further funding is required there may be some available from Awards for All and there is additional funding of up to £6000 for allocating site work. Funding is secured until 2020.

The final document goes to an independent consultant and Hereford council for review and amendment may be required before going to referendum.

5.0 Launch Day Event Feedback and Comments

We had 64 visitors though the event which went very well. People seemed pleased to be able to discuss what was being planned and were then generally happier with the concept of the NDP. Various information was presented and opinions were gathered from attendees. A history section was displayed which proved very popular.

An issues comments board was well used. Comments have been broken down into 20 comments regarding drainage, 10 for housing/types of/affordability, 4 regarding chicken

farming, 10 for infrastructure/public transport/broadband, 11 relating to traffic/signage and speed and one relating to the conflict of interest with landowners being on the committee.

We also had a ‘What do you enjoy about living in Allensmore now?’ board. Comments were broken down into 6 for community spirit, 13 for rural environment, 4 for safe environment, 3 for wildlife, 1 for listed buildings, 1 for access to facilities and 2 for dark skies.

6.0 The Plan

Kirkwells have provided a project planner with proposed phases and dates.

7.0 Finance

Allensmore parish council agreed expenditure of up to £170 to cover the launch and start up costs.

Launch costs (printing, maps, refreshments etc)	£109.22 inc £10.03 VAT
Village Hall hire	£45.00
Total	£154.22

A grant application was submitted on 14th Aug for £5250 for the period 18/9/17 to 18/3/18. This covers Kirkwells fees of £4850 to cover the stages up to and including Preparation of Preferred Options Plan (including Issues and Options).

This leaves £400 which could be used for public consultation events and questionnaires which could be used when presenting the Issues and Options document to parishioners.

We should hear if the grant has been approved by 28th August.

8.0 Correspondence / Communications

Conflict of interest has been raised by a member of the parish to which Nick replied that we were proposing to use the same forms as the parish council for members and they were happy with this.

A parishioner concerned that we were imposing houses on the area was received. A reply was sent explaining a bit more of the background to the number of houses and that developing an NDP would give residents a voice in local planning policy.

Nick presented a report to the parish council and asked them

- a) to agree to our decision to appoint Kirkwells,
- b) agree that members should use the same register of interest form as parish councillors to address conflict of interest and
- c) to agree and sign the Service Level Agreement

This was all agreed and the signed Service Level Agreement has been received from Hereford Council.

9.0 Items for Next Agenda

Louise Kirkup would attend the next meeting. It was suggested that members read Hereford Council's Neighbourhood Planning Leaflets especially 4 to 8 in preparation for the meeting. https://www.herefordshire.gov.uk/downloads/download/490/neighbourhood_planning_guidance_documents

10.0 Next Meeting : Monday 18th September 2017, 8pm at Pateshall Hall

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Signedas a true record by Nick Chapman (Chairman)

Dated: 18th September 2017