

# **STRETTON GRANDISON, CANON FROME, CASTLE FROME & EGGLETON PARISHES NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

## **Notes of the Meeting of the Steering Group held on Wednesday 17th October 2018 at The Stables, Canon Frome, HR8 2TG at 7.00p.m.**

**Present:** Andy Towers; Cllr. Mark Strachan; Cllr. Doug Smith; Richard Henson; Richard Crompton

**In attendance:** Emma Thomas – Parish Clerk; Louise Kirkup – NDP Planning Consultant; Karla Johnson – Herefordshire Council NDP team.

**Public:** 4

### **1. Welcome**

The clerk welcomed everyone to the meeting and introduced everyone.

### **2. To appoint a co-ordinator**

Richard Crompton agreed to act as co-ordinator for the Steering Group meetings.

### **3. All members of Steering Group to sign up to agreed Terms of Reference – appendix 1**

All members of the Steering Group present agreed to adhere to the Terms of Reference.

### **4. To receive any apologies**

Apologies were received from Marje Evans and Brian Willder.

### **5. To consider the Site Submission report from AECOM – Appendix 2**

Louise Kirkup reported that the AECOM report was a standard technical assessment. The report would be used as a basis for further consultation.

The accuracy of the report, and appropriateness of site allocations were questioned – specific technical inaccuracies surrounding site 10 were listed.

Louise Kirkup made clear that the group must have evidential consultative reasons for dismissing the AECOM report if they chose not to use it to inform which sites to choose. The NDP process could be open to challenge if the report was simply ignored. All reasons why the report would not be used must be logged.

If this report were not used, the group must find some other way of rejecting or confirming which sites were to be included.

Louise Kirkup clarified the two options available when looking at the sites – the group could either go for small sites or one big site. 14 more dwellings were needed by 2031. One big site may include S106 contributions and affordable housing as a result of its size. It was key that parishioners were consulted when looking at these options. Fromes Hill residents should also be included as one site was very near their boundary.

Louise Kirkup confirmed that it was vital that all interests were set aside during the formation of the NDP. If members were unable to do this they should not be on the group.

### **6. To consider subsequent site submissions – Appendix 3**

The clerk reported that a further site submission had been received. Although late it was agreed to take this into consideration when considering sites.

### **7. To receive advice on next steps from Louise Kirkup – Planning Consultant Kirkwells and Karla Johnson – Herefordshire Council Neighbourhood Development Team**

The next steps decided upon were as follows:

- The clerk would write to all site “submitters” requesting that they check the AECOM report for technical inaccuracies on their sites. These would then be submitted to AECOM for updating. The clerk would request the report be re-written in light of any findings.
- The clerk would ask that the previous settlement boundary highlighted by the Steering Group in an earlier consultation be included in the re-written AECOM report.
- Andy Towers agreed to collate all comments received in the earlier consultation questionnaires and forward to Louise Kirkup so she could begin to formulate the draft NDP document.

Following the December meeting, the group could hopefully look at starting the site consultation process.

**8. Allocation of tasks or actions (to take place before the next meeting)**

As above and:

- The clerk to drop the questionnaires to Andy Towers asap.
- Louise Kirkup to begin to formulate the draft NDP document.
- The clerk to obtain an up-dated AECOM report for discussion.
- The names of the Steering group members and the ToR to go to the November meeting of the Parish Council for approval.

**9. To confirm date for next meeting**

The next meeting will be held at The Stables on Monday 3<sup>rd</sup> December at 7pm.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_