

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

**Notes of the meeting of the Steering Group  
held on Monday 3<sup>rd</sup> December 2018  
at The Stables, Canon Frome, HR8 2TG at 7.00p.m.**

**Present:** Richard Crompton (Chair); Andy Towers; Cllr. Doug Smith; Marje Evans and Brian Willder

**In attendance:** Emma Thomas – Parish Clerk and Louise Kirkup – NDP Planning Consultant

**Public:** 3

**1. To receive any apologies**

Apologies were RECEIVED from Cllr. Mark Strachan.

**2. To receive any declarations of interest.**

The following interests were DECLARED and RECORDED:

Brian Willder – Employee of Homend Estate  
Richard Crompton – Lives adjacent to site 10  
Andy Towers – Lives adjacent to site 11  
Marje Evans – Lives adjacent to site 1  
Doug Smith – Lives adjacent to site 10

**3. To agree the notes of the meeting held on 17<sup>th</sup> October 2017 – Appendix 1**

The notes of the meeting of the 17<sup>th</sup> October were AGREED as accurate and signed by the Chair.

**4. To consider adopting the Dealing with Conflict of Interest Policy – Appendix 2**

The Dealing with Conflict Policy was DISCUSSED and AMENDED. It was AGREED that in the interests of transparency and openness all interests would be declared at the start of every meeting. Due to the very small nature of the parishes it was NOTED that it would be impossible to form a committee of parishioners with no interest in any of the sites. To allow the committee to continue to function it was therefore AGREED that all committee members could discuss any sites they may have an interest in but would not take part in voting on any recommendation made about them.

*Members of the public left the meeting.*

**5. To consider the updated site submission report from AECOM**

The updated AECOM report has not yet been emailed through so this item was deferred to a later date. All committee members NOTED the comments made by site submitters that were sent to AECOM for possible updating in the report if appropriate from a planning perspective. It was also NOTED that AECOM had received the settlement boundaries discussed in the original questionnaire sent to parishioners, and the comments from Herefordshire Council about their suitability, for inclusion in the updated report if appropriate.

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

It was NOTED that two further site submissions had been RECEIVED following the submission deadline. It was NOTED that these would need assessing using the same methodology as the ones in the AECOM report to ensure fairness and consistency. It was RESOLVED that the clerk would contact Herefordshire Council NDP team for guidance on how to assess these two sites. It was RESOLVED that the clerk would approach AECOM again to see if they would assess these two sites. Failing that it was RESOLVED the clerk would request that AECOM send their methodology for site assessments to Louise at Kirkwells who would draw up a quote for assessing the sites along these lines.

**7. To consider the draft NDP document – Appendix 4**

The first draft of the NDP document had been prepared by Louise. It was RESOLVED that all members of the group should read the document; email any factual information requested, by Louise in red, to the clerk for collating and forwarding. It was RESOLVED that the Steering Group would

meet informally in January to begin to make additions and alterations to the draft – using the questionnaire comments – and begin to formulate policies and wording for inclusion within the draft.

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

Louise AGREED that the next steps were as in item 6 and 7.

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

- Clerk to investigate how to assess sites 13 and 14.
- Steering Group to have read comments from questionnaire collated by Andy Towers
- Steering group to have read draft NDP and begin to formulate ideas for improvements, key issues etc
- Steering group to meet informally to begin to make changes/ additions to the draft.

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

TBC following the arrival of the AECOM report and the initial first update of the draft NDP.

*The meeting closed at 20.20.*

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

**Parish Council Clerk: Mrs E Thomas, Hadleigh, Bishops Frome, Worcester, WR6 5AP**

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