

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

**Notes of the Meeting of the Steering Group
held on Monday 18th March 2019
at The Stables, Canon Frome, HR8 2TG at 7.00p.m.**

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

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

Public: 0

1. To receive any apologies

None all present

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

Mark Strachan – Lives adjacent to site 1

3. To agree the notes of the meeting held on 3rd December 2018 – Appendix 1

The notes of the meeting of the 3rd December were AGREED as accurate and signed by the Chair.

4. To consider the updated site submission report from AECOM – Appendix 2

It was RESOLVED to use the findings of this report and the subsequent site submissions report from Kirkwells in item 5 to inform which sites should be taken forward as possible options for residential site allocations in the First Draft Plan. The results of the informal public consultation on the First Draft Plan will be used to help determine which of these possible option sites will be included in the final version of the Draft NDP.

5. To consider subsequent site submissions report – Appendix 3

See item 4

6. To consider the draft NDP document – Appendix 4

It was NOTED how much work the Steering Group has put into updating the draft NDP document. It was AGREED that it was now time to look at section 4 – housing in order to prepare the document for its first consultation in June or July 2019.

7. To receive advice on next steps from Louise Kirkup – Planning Consultant Kirkwells

It was AGREED that the next steps would be as follows:

- The site maps showing possible site options will be sent to site owners / agents for confirmation (or otherwise) that all site boundaries on the maps are accurate. The sites will then be included within the proposed settlement boundaries.
- Steering Group meet informally to discuss the settlement boundaries for all 4 parishes. These boundaries would be based on feedback from the 1st questionnaire; Herefordshire Council's guidance notes on settlement boundaries and comments from Herefordshire Council's Neighbourhood Planning Team.
- Following receipt of this, the Steering Group will then work on possible housing options to put forward for consultation and how best to consult – ie questionnaire, events etc. It

was AGREED that the consultation a period would be for four weeks in June/July 2019. This would allow the Steering Group to make any changes needed to the draft plan in time to hopefully go to Regulation 14 Consultation in the Autumn.

- It was NOTED that all information needed to be on the Parish Council website.
- It was RESOLVED to take all draft material to the Parish Council, for approval to go to consultation, at their May meeting.

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

It was NOTED that the Steering Group would undertake the tasks listed in item 7 in good time to allow the consultation to begin in June and all paperwork to have been signed off by the Steering Group and taken to the Parish Council at their May meeting for approval.

Louise Kirkup would email the clerk copies of the parish maps with settlement boundaries drawn on as well as potential questions to be used in the consultation exercise.

The clerk would email Louise Kirkup the latest version of the draft NDP document from the Steering Group.

The clerk will request updated planning commitment figures for the parishes from Herefordshire Council.

9. To confirm date for next meeting

It was AGREED that the following meeting dates would allow the timetable to progress as planned:

- First informal steering group meeting – 28th March 2019 at 10am – more to be arranged thereafter as needed.
- Formal NDP steering group meeting on Tuesday 30th April 2019 at 7pm (TBC)

The meeting closed at 8.30pm

Signed: _____ Dated : _____