

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

**Notes of the Steering Group
held on Tuesday 30th April 2019
at The Stables, Canon Frome, HR8 2TG at 7.00p.m.**

Present: Richard Crompton (Chair); Andy Towers; Cllr. Doug Smith and Richard Henson,

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

Public: 0

1. To receive any apologies

Apologies were RECEIVED and ACCEPTED from Marjie Evans and Brian Willder

2. To receive any declarations of interest.

The following interests were DECLARED and RECORDED:

Richard Crompton – Lives adjacent to site 10

Andy Towers – Lives adjacent to site 11

Doug Smith – Lives adjacent to site 10

3. To agree the notes of the meeting held on 18th March 2019 – Appendix 1

The notes of the meeting of the 18th March were AGREED as accurate and signed by the Chair.

4. To consider the updated draft NDP document – Appendix 2

The entire draft document was gone through a page at a time – with any updates or alterations needed being noted. They were as follows:

- New agreed settlement boundary maps to be updated.
- Site 10 outline to be altered with agreement from site submitter as it crosses private property.
- The date of the Malvern Hills District Council document to be added.
- Policy SG6 was approved for inclusion.

5. To consider the consultation questionnaire – Appendix 3

It was AGREED that this should go out as is – with the detail of collection added.

6. To consider how the consultation will be undertaken.

It was AGREED that:

- A copy of the draft NDP and questionnaire should be delivered to each household between the 31st May and the 2nd June.
- The initial consultation will take place between the 3rd and 29th June incl.
- The Steering Group members will each be given a list of households who they MUST deliver to and collect from. They will be asked to tick each address as this happens.
- Collection will take place as soon after the 29th June as possible.
- There will be three open sessions planned for Parishioners to come and ask questions – these are planned to be held on Friday 7th June between 6-8pm at The Wheatsheaf; Saturday 8th June between 2-4pm at The Stables and Friday 14th June between 7-9pm at The Stables.
- Richard Crompton will place an advert in both the Hop Churches Magazine and the Frome Valley news – alerting people to this consultation and the process.

7. To agree that all the above consultation documents be taken to the Parish Council for approval at their meeting on 13th May.

It was AGREED that all documentation was ready to go to the Parish Council meeting on the 13th June for approval to undertake this consultation described above.

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

Following this consultation period the responses and comments would need collating and discussing by the Steering Group and any recommended changes as a result forwarding to Louise for incorporation within the draft.

9. Allocation of tasks or actions.

The following tasks were allocated:

- The clerk to obtain revised quotes from the cheapest printer for the exact number of draft NDPs and questionnaires needed – to take to the Parish Council for approval. These would need to be with the Steering Group before the 31st May.
- The clerk to confirm the times of the open sessions with the Stables
- Richard Henson to confirm the open session at The Wheatsheaf.
- Richard Crompton to place the adverts in the two magazines above to go out in their June issues.
- Louise Kirkup to update the draft and questionnaire to include any changes discussed in order that it be ready for printing.
- The clerk to email the draft NDP to Herefordshire Council and explain that they are aiming to be ready to go to Regulation Consultation in the autumn.

10. To confirm date for next meeting

The Steering Group will meet informally at 10am on Wednesday 15th May to receive the lists of who they are to deliver to and the arrange who will man the open sessions.

The next formal meeting will be arranged for July once the consultation has closed.

The meeting closed at 8.50pm

Signed: _____ Dated: _____