



**Minutes of Steering Group Meeting – NDP**  
**Monday 5<sup>th</sup> June 2017, 7.30pm**  
**St Peter’s Hall**

In attendance:

Roger Townend	Rob Hunter	Keith Hardie	Paul Plowman
Sarah Beggs	Rachel Underwood	Steve George	Peter Gratton
Barbara Gratton	Richard Gardiner		

Apologies: Brian Roe, David Smith

**1. Declarations of Interests / Previous Minutes**

There were no changes to the interests previously declared. The minutes of the last meeting were approved and signed by RH.

**2. Proposed Plan Layout**

RH circulated a top-level draft plan outline in advance of the meeting based on the examples supplied by Data Orchard (“DO”). It was agreed that the objectives dealing with housing, road safety and the natural / historic environment were the major topics and the objectives covering community facilities, local infrastructure, business and sustainable energy were the minor topics. Within the major topics, it was agreed to place the policies covering the natural / historic environment and road safety ahead of housing because it will provide the context in which any new housing should be allowed and will make sure that people read these sections before getting to the area that arguably most people will be interested in, namely housing. With regard to the minor topics, it was agreed that we should place infrastructure first given the concerns of the Parish over drainage and flooding, followed by community facilities, business and sustainable energy. The position of business in the plan reflects the fact that there wasn’t overwhelming support in the questionnaire responses for identifying sites for business use.

The appendix could be used to cover other issues that are important to the Parish, for example, specifying the shop as a community asset. There was a concern that the draft layout didn’t include any reference to leisure, for example a children’s playground, but this didn’t seem to be an issue of importance to the Parish. The church hall and common were considered to be the Parish’s facilities and the view on these was that they ought to remain as they are. However, things such as playgrounds could be considered when deciding how to use any funding that might be given to the Parish via the CIL (or whatever might replace it), or could be something that a developer could be asked to pay for. The problem with playgrounds is that they then become something that must be maintained and insured by the Parish Council.

**3. Village Fete Planning**

The fete takes place on 22<sup>nd</sup> July and we will have a stand where we can display the results of the questionnaire (similar to what we did for the open meeting), display the agreed vision and objectives (seeking comments on the precise wording of the business objective) and set out the next steps and future timetable. It will also be a good opportunity to gather evidence from the Parish of flooding / drainage / traffic issues. **RU** will coordinate the fete preparations and **SG** and

**SB** will lend a hand. We will only need 2 people on the stand at any one time. **RU** will prepare a rota for those people available to help on the day.

It was agreed that there ought not to be any displays on the NDP stand relating to the shop site development. This is a separate matter and the Parish Council are remaining neutral on this until a planning application has been submitted and they are asked for their comments in the usual way. They will have representatives present at the public meeting where the plans for the development are displayed, but their role will be to listen to the feedback given by the Parish.

#### **4. Evidence Base Review**

We have started to collect some evidence of flooding / traffic / environmental issues, but still need to do more. **SB** will coordinate this and will attempt to get information from the Environment Agency, HC and Highways England via Freedom of Information requests. **SG** will continue to search online for any references in the Hereford Times and Ross Gazette to flooding or road traffic accidents in the Parish. He will also look back through the Parish Council minutes to see if any issues were raised there. **KH** has some planning inspectorate documents dealing with drainage and we also have copies of the Peterstow Millennium Book, both of which might be useful.

#### **5. Next Steps**

At our next meeting, we will discuss the sites that have been put forward for development and potential settlement boundaries and site allocations. Site allocations are developments of 5 houses or more, although we don't necessarily have to include an allocation in our plan. (The shop site development proposes 6 houses and a flat above the new shop). Those members of the committee putting forward land for development will be excluded from discussions concerning their land as set out in our code of conduct. **RH** will ask the clerk to the Parish Council for guidance on how to deal with any members of the public who attend the meeting who have put forward land. **SB** will bring along the large map of the Parish and we will also want to consider the review of potential sites for development carried out by HC in November 2015. **Everyone** ought to read HC's guidance note on settlement boundaries in advance of the next meeting and the notes circulated by Bill Bloxsome ("BB").

Although DO will be drafting our plan, we need to check with them what detail they need from us to complete the various sections so that the plan is distinctive to our Parish and not generic. Whilst we will all probably need to be involved in the section covering housing, we can divide the other topics between us. **RG** and **BR** have expressed an interest in helping with the parts of the plan dealing with business, **BG** will help with the section covering the history of the Parish and **PG** will cover the section on sustainable energy.

#### **6. AOB**

The village shop site has a well under it which used to service Peterstow bakery and HC need to be made aware of this when considering any planning application on the site. The Parish Council can also raise this with the agent for the shop owner so that he can look into it.

We have received a quote of £34.50 plus VAT for an electronic Ordnance Survey base map of Peterstow as requested by BB. KH confirmed that we have made allowances in the budget to cover such items, so **SB** will go ahead and order this and then submit the invoice for payment.

The next meeting will take place on Monday 3<sup>rd</sup> July at 7.30pm in St Peter's Hall, Peterstow. There being no other business, the meeting closed at 8.45pm.