



Minutes of Steering Group Meeting – NDP
Monday 2nd October 2017, 7.30pm
St Peter’s Hall

In attendance:

Roger Townend	Rob Hunter	Keith Hardie	Paul Plowman
Sarah Beggs	David Smith	Steve George	Peter Gratton
Barbara Gratton	Bill Bloxsome	Rachel Underwood	Richard Gardiner
Brian Roe			

1. Declarations of Interests / Previous Minutes

There were no changes to the interests previously declared. RG queried the section of the minutes which dealt with the energy chapter of the NDP. However, as he had not been at the last meeting, he couldn’t speak to whether they were a true record of what had been discussed. The other members who had attended the meeting confirmed that they were indeed a true record of what was discussed and therefore they were approved and signed by RH.

2. 2nd Draft of NDP

For the benefit of the members who had not been present at the last meeting, RH explained that we had reviewed the 1st draft of the NDP which had been drawn together from all the sections worked on by various members of the group based on Bill’s original. We discussed any concerns people had / changes to be made, including those needed to make the document consistent (as members had approached their sections in different ways). These changes were incorporated by SB and further input was given by BB to result in this 2nd draft. The aim by the end of the meeting was to have a version that we can take to the Parish Council for their approval at their next meeting at the beginning of November and thereafter to be submitted for Reg 14 consultation.

We went through the 2nd draft paragraph by paragraph with members raising issues as we went along. Paragraph 1.3 should refer to 4 members from the Parish Council, not 3. There was a concern that section 2 of the NDP did not give any detail about business developments that had occurred in the parish more recently, focusing more on historical detail. In the previous draft, reference had been made to Broome Farm being an example of an agricultural operation which had added value through its development of the Yew Tree pub and to other home-based businesses which had been allowed to develop to the benefit of the parish. It was agreed that reference to these should be reinserted and **BR** agreed to provide a draft for inclusion. Linked to this was a concern about referring to the village as a “retirement” village. Therefore, it was agreed that the sentence in paragraph 2.12 covering this point should be deleted.

There was a concern in PTS8 about requiring gardens to incorporate elements for children’s play and the growing of produce. It was agreed that this would be deleted and that **BB** would include something in para 5.15 to give examples of how houses could have functioning gardens.

Discussion of para 7.2 lead to a review of the settlement boundary (“SB”) generally. It had been agreed at the last meeting that Yew Tree Park would not be included in the SB, but it was noted that it had been included in this draft. Guidance was sought from BB as to whether it had to be

included. It hadn't actually been selected for inclusion in the NDP through the call for sites process, but had been added purely because of the fact that it had been granted a Certificate of Lawfulness for the siting of caravans (reference should be made to park homes, not caravans). BB advised that we had a number of options; to include it in the SB as an allocation, to leave it outside of the SB but refer to it as an allocation (although the examiner might then say it ought to be included within the SB), to leave it out of the SB and not make it an allocation (in which case it wouldn't count towards our housing target, but could still have park homes sited on it), or to leave it out of the SB and refer to it as a committed site, in which case any park homes sited on it would reduce the housing target. It was agreed to go with the last option and **BB** will amend the NDP accordingly. Although the site's licence would apparently allow for a further 17 park homes, BB had allowed a figure of 10 for the purposes of the NDP as in his view, this reflected the density of the existing park and allowed for landscaping and internal roads to be set out. It was noted that the park homes were only for people aged 55+ and the parish wanted to see starter homes and family homes built, but it was felt that we could achieve this through the other sites included in the NDP. Aside from this change, the only other amendment to the SB was to include the 2 new houses that have already been built next to High Town cottage.

RG asked how this SB had been decided upon and queried whether his field was included in it. It was explained to him that the guidance from Herefordshire Council ("HC") was that NDPs should adopt the old SB where possible, which we had done and this had been amended slightly to include the sites that were being included in the NDP as allocations. As his field wasn't ever within the SB and wasn't included in the NDP, it hadn't been included in the current SB. However, it was within the conservation area and would continue to be so. The conservation area is totally separate from the SB, though, and is designated under different legislation.

It was agreed that the sentence in para 7.6 referring to the possibility of the shop closing ought to be deleted as this is not something the parish would like to see and that all references to the shop should also include the post office. There was a query about why 4 houses were put forward on the shop site when the architect's plans specified 6. BB explained that there might be issues concerning the amenity of surrounding properties which would limit the development of the site and he was taking a conservative approach to housing numbers and had therefore specified 4. The sentence in para 7.7 discussing the possibility of providing a foot-link to the A49 from the land at Highgrove should also be deleted because the path would come out beyond the wide part of the verge and therefore there would be no room for a footpath. The number of houses that the land at Old High Town will contribute to the target should be included in para 7.8. to make it consistent with the other sites (**BB**).

There was a concern that table 1 in para 7.9 might be misleading if people don't read the detail as the total figure might lead some people to think that a further 39 houses will be built when this isn't the case. It was agreed that **BB** would remove the windfall figure and that the figures will be shown in 2 tables, one showing the houses that have already contributed to the target and the other showing the number that might be generated by the NDP. It was agreed that **SB** would amend section 8.1 to include other facilities available in the parish, particularly those provided by Broome Farm where there is a B&B, restaurant and the ability to hold functions. It was decided that there was no need to make any changes to PTS16 to include all the provisos set out in PTS18 as these apply to the whole document in any event.

RG queried why there had been changes made to para 10.2. In particular, why the table showing the percentages from the questionnaire results had been deleted. It was explained that this was to

make the section consistent with the rest of the sections in the document which didn't have any tables or percentages in them. We either had to have percentages in every section, or in none of them and it was decided at the last meeting that we wouldn't have any, otherwise the document would get too long. The full report detailing all the questionnaire results would be available at the same time as the NDP as part of the evidence base. Furthermore, the percentages themselves could be slightly misleading as they were based only on those people who returned a completed questionnaire and who answered those particular questions, so one couldn't actually say that they were a percentage of all the residents in the parish. The percentages do provide some evidence of opinions in the parish, but aren't the only evidence to be considered.

With regard to appendices 3 and 4, we can either include the reports in their entirety, leave them out and refer to them being on the website, or include the summary part of each document, with the full documents being available on the website. It was agreed that we would take the 3rd of these options. Aside from the specific changes referred to above, we also need to add some photographs or sketches of sites / views etc and to insert details about how the consultation process will be conducted. It was agreed that hard copies of everything would be available to view in the church and the shop and that the clerk to the Parish Council could also be contacted for copies if requested (subject to their agreement, of course). **BB** will provide some guidance to **SB** and **RH** about what documents need to be compiled / submitted etc and what evidence needs to be available. The whole document also needs to be checked for formatting / numbering and to ensure that all abbreviations and terminology are used consistently.

3. Plans for Reg 14 Open Meeting

The aim is to submit the final draft of the NDP to the Parish Council for approval at their next meeting on 1st November and thereafter to submit it for formal Reg 14 consultation. It was hoped that the Reg 14 process could begin in November, with a likely date for an open meeting with the parish sometime between mid-November and mid-December. It was agreed that we would conduct the open meeting like the last one, on a Saturday between 10am and 1pm. **PG** will check which Saturdays the church hall is free during this period and we will make further plans for this at our next steering group meeting. In the meantime, **SB** will contact **HC** and ask if they can start the process for the preparation of our SEA and HRA.

4. Feedback from HC's NDP Seminar

RH provided feedback from the **HC** seminar he attended recently. Having an NDP is crucial to managing the housing supply in the parish as **HC** will refer to it when making planning decisions. Having allocations is also important, although **HC** currently has a land supply of 4.5 years and this is growing. 67 of the parishes in Herefordshire out of the 113 currently preparing plans have reached Reg 14 stage. The primary tool used for Reg 14 and 16 consultations is the website and the importance of the plan being in conformity with the Core Strategy was emphasised.

5. AOB

KH reported that our grant period ends at the end of this month. However, as we want to press ahead with the Reg 14 consultation before the end of the year, he will apply now for an extension to that period. He thinks we might be able to get a further 6 weeks which will take us to almost the end of the year and enable us to do the necessary work for the consultation. **KH** will speak to **DO** and make sure we have all their invoices in before the end of the month.

RH reported that an application has been submitted to HC for 5 new dwellings at Everstone Barns. There aren't any details about the application on HC's website yet, but it will be interesting to see what HC's response is. We might need to review this within the NDP in due course.

RG had been concerned about the way things had been moving, but accepted that perhaps his absence from the last few meetings had led him to be concerned about something that wasn't there. He was reassured that percentages relating to energy weren't deleted from the NDP because of his smart hydrogen economy proposal, but in order to make the NDP a consistent document. Percentages had also been removed from the business section. The sites included in the NDP and therefore in the SB were based on the independent recommendation of BB who had considered all sites against the relevant criteria. A range of criteria had been used, such as the environment, landscape character, setting of the settlement, built and historic environment, number and size of new dwellings preferred by the residents, access issues etc. and these had been applied by BB in a fair and consistent way. RG queried why he wasn't asked for his input whilst the review of sites / SB was ongoing, but was advised that as he has a pecuniary interest, the code of conduct required him to excuse himself from the discussions relating to his field. Residents of the parish will be informed of the sites being included in the NDP and the proposed SB during the Reg 14 consultation process and will be able to make representations in writing at that time.

The next meeting will take place at **7.30pm on Monday 6th November** in St Peter's Hall, Peterstow. There being no other business, the meeting closed at 9.00pm.