



Minutes of Steering Group Meeting – NDP
Monday 5th March 2018, 7.30pm
St Peter's Hall

In attendance:

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

A member of the public (Keith Barnett) also attended to observe the meeting.

Apologies: Richard Gardiner, Rachel Underwood

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. Next Steps / Timescales

The amended NDP (which everyone confirmed they were happy with) has been distributed to the Parish Council in advance of their meeting on Wednesday, along with a list of the representations received during the Regulation 14 consultation, our responses to those representations and a list of the changes made to the NDP. The Parish Council will be asked at their meeting to approve the revised version of the NDP and to agree to the required documents being submitted to Herefordshire Council ("HC") under Regulation 15 to enable HC to commence the Regulation 16 consultation process. At the moment, the changes to the NDP are shown in red to make them easy to identify.

Once we have PC approval, we will need to send the amended NDP to our Neighbourhood Planning Officer (Karla) and ask her to prepare our updated HRA and SEA. There are unlikely to be many changes required to the previous versions of these reports. Karla will also produce the 2 maps that are required to accompany our NDP. How long it takes her to produce these will depend upon how much work she has on at the moment.

Whilst she is preparing these documents, we need to produce our Basic Conditions Statement (explaining how our NDP has met the basic conditions required) and our Consultation Statement (which is essentially evidence of how we have consulted throughout the process, including the representations received and how we have addressed them). **BB** will prepare these for us and his fee for this work is included in our last grant monies which need to be spent by 31st March. Once these documents have all been prepared, the amendments to the NDP will be changed back to black and the documents will be formally submitted to HC under Reg. 15.

HC then have 2 weeks to start the Reg. 16 consultation process, which runs for 6 weeks. HC organise this consultation and publish it on their website, but if we ask Karla to let us know the start date in advance, we can also publicize it on our PC website, in the Peterstow Times and on the village noticeboards. We can give the link to the relevant page on HC's website and also give

paper copies of the relevant documents to the PC clerk for people to borrow if they cannot get access to the internet. All comments have to be submitted to HC, though.

HC will look through all comments received and decide whether there are any of sufficient weight to prevent the NDP going forward to the examination stage. If the issues aren't major, they will probably leave them for the examiner to sort out. When they give us notice that the NDP can proceed to examination, we will be given a choice of 3 examiners. BB can tell us which of these he has come across before and we can ask HC for advice about them. The examiner we choose will look at everything, including the representations made during the Reg. 14 and Reg. 16 consultations. It is most likely that the examiner will say that they will approve the NDP subject to us doing this or that / making a few changes and usually HC will not argue against this. We will then proceed to a referendum. How long it will take us to get that stage will depend on how quickly the examiner can do the examination.

HC are responsible for organising, running and funding the referendum and members of the PC are not allowed to lobby residents to vote one way or the other. However, it is acceptable for us to advertise the referendum and to encourage everyone to vote and have their say. All the NDPs in Herefordshire that have proceeded to a referendum to date have been successful. BB is only aware of 1 outside of Herefordshire which has failed. HC suggests that the time it usually takes to get from Reg. 14 to adoption of the NDP is 47 weeks. On that basis, we would be looking at October for adoption.

As a group, we will probably not need to have regular monthly meetings from now onwards but will call meetings as and when they are needed. We might possibly need one in May. **SB** will circulate all the documents prepared for Reg. 15 submission before they are submitted to HC formally and if anyone has any comments, they can let her know.

3. AOB

- a) Finances – **KH** will liaise with Data Orchard to get their quotes for any work required from 31st March to the referendum. **KH** will then submit our application for the next tranche of our grant money. We will need a 6 week pause to allow the grant money to come in before we can do any more work. The grant money is likely to be received some time in May.
- b) Future Review - BB said that now we had acquired so much knowledge about the process, we could use it to be ahead of the game when HC carries out its review of the Core Strategy in 5 years' time. We could try to get HC to address the drainage issues in the Parish and work with neighbouring Parishes with similar issues to ours to influence HC, for example, to ensure that the AONB is given sufficient weight.
- c) Public Participation – The committee was asked if every person who submitted a representation under Reg. 14 would be contacted individually with a response. BB advised that this wouldn't usually be done, but that all the representations received and how they were dealt with would be made publicly available on HC's website as part of the Reg. 16 consultation. We reiterated that we would let people in the Parish know via the PC website and on the village noticeboards when the Reg. 16 consultation commences. Also, details of all our meetings can be found on the PC website and noticeboards.

There being no other business, the meeting closed at 8.00pm.