



Minutes of Steering Group Meeting – NDP  
Monday 9<sup>th</sup> April 2018, 7.30pm  
St Peter's Hall

In attendance:

Sarah Beggs	Rob Hunter	Keith Hardie
David Smith	Rachel Underwood	Peter Gratton
Bill Bloxsome	Steve George	Paul Plowman

Apologies: Richard Gardiner, Barbara Gratton, Roger Townend, Brian Roe

**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. Approval of HRA, SEA, Basic Condition and Consultation Statements**

The amended NDP was passed at our last meeting and has now been approved by the Parish Council. We have been waiting for the ancillary documents that need to be submitted with our NDP to trigger the Regulation 16 consultation and we now have these. Once these are finalised, they will be submitted to Herefordshire Council ("HC") by the clerk to the Parish Council so that they can start the Reg. 16 consultation. We have sent our draft Basic Condition and Consultation statements to HC for them to check before we submit them formally. We are waiting to hear back from them with any comments. In the meantime, they have sent us the updated HRA and SEA. There haven't been many changes made to these assessments as we haven't made any significant changes to our NDP. There are a few typos in them which **SB** will raise with HC, but subject to this, the documents are approved. We also now have the policy maps from HC which are also approved. With regard to the Consultation Statement, the page numbers in the index need amending, the article from the Peterstow Times included in para 27 is not the correct article and there has been an additional article published in March 2018 which could also be included. **SB** will raise these with Data Orchard and get them corrected. However, subject to this, both this and the Basic Condition statement are also approved for submission.

**3. Communications Plan for Reg 16 Consultation**

Once the documents referred to above have been formally submitted to HC, they have 2 weeks to start the Reg. 16 consultation process. That consultation runs for a period of 6 weeks. It is not our consultation process, but HC's and therefore we aren't obliged to do anything. However, we did say that we would keep residents informed of progress and therefore it was agreed that we would publicise the consultation ourselves. Once the process has started, we will put notices on the Parish Council website, on the village / church noticeboards and in the Peterstow Times (if the next publication date coincides with the consultation period) informing people where they can find the relevant documents and how they can submit their comments. It was also agreed that we would do another leaflet drop to the residents of the Parish notifying them of the process. We will ask Harry to print the flyers for us and will each deliver to the same routes as before. This can be organised by email once the process starts. It was decided that we wouldn't make up hard copies of the documents for people to borrow in advance of the process, because not only would this be

costly (some of the documents are very long), but last time no-one asked to borrow any of the documents from Pat. However, we will let residents know that the documents can be provided in hard copy on request. **RH** agreed to prepare a flyer and to draft an article for the Peterstow Times. If the timing of this doesn't coincide with the Reg. 16 consultation, we will simply give an update on our progress in the article.

#### 4. **AOB**

- a) **Finances** – we have finished the last grant period and are now getting quotes from Data Orchard for the work needed in this next period. The minimum drawdown we can ask for is £1,000, but any money not spent can be returned. It is likely that this will take us to the end of the process, so we will have to include any work required to be carried out following Reg. 16 consultation and examination of the NDP, our publicity material for both Reg. 16 consultation and the referendum (flyers, another drop in session, large banners etc) and all future meetings. We might also need some more stationery. Anything not used will be given to the Parish Council at the end of the process. **KH** will liaise with Data Orchard about this.
- b) **Shop site planning application** – the application for development of the shop site has been refused by HC. This was mainly on the grounds that there would be a loss of an undesignated heritage asset (the shop building) and because the applicant hadn't provided adequate evidence that the access and drainage issues had been sufficiently dealt with. The heritage issue is somewhat surprising as the building is in a poor condition and the loss of this asset could arguably be outweighed by the improvement to the appearance of the conservation area as a whole. It might be worth raising this issue should a further application be made. Certainly, many residents in the Parish wanted to see this site developed to improve the area. However, the door has been left open for a further application if these issues are addressed. It was disappointing that our NDP hadn't even been referred to in the decision notice. However, once it reaches the Regulation 16 stage, then the NDP will carry material weight and after the referendum, assuming it is passed, it will have the highest weight of all. The decision doesn't affect our NDP, though, because we have simply said that this is a site that is suitable for development and not that it ought to be this particular development. That point still stands. Highways England, Historic England and Welsh Water didn't raise any objections to this site being included in our NDP as an allocated site. It was suggested that perhaps we ought to encourage residents to be more proactive and register their approval to sites being put forward for development if they like what is proposed, otherwise it is only the voices of the objectors that are heard. We must be careful, however, not to promote applications ourselves.
- c) **Next Meeting** – there is no need to have a meeting to plan the leaflet drop as this can be organised by email. Therefore, we will call a meeting as and when required.

There being no other business, the meeting closed at 8.17pm.