

## MINUTES – HALLOW NDP STEERING GROUP MEETING HELD ON 15th JANUARY, 2018

### COMMITTEE ROOM, HALLOW PARISH HALL

**PRESENT:** Chris Gooding (Data Orchard Consultants), Hazel Kemshall, Paul Clarke, Ann Finn, Ian Lawrence, Joy Fulcher.

1. APOLOGIES: Ian Graves, Anne Holmes, James Rose
2. Minutes for 7th December had been circulated and agreed.
3. No Declarations of Interest
4. Matters arising: Vision Forms had been completed and returned to HK

HK had attended meeting with David Clarke, MHDC – report later

5. Chris Gooding went through the sections in the Programme of Work outlining requirements and work still to be done in six monthly bites, to match grant tranches. The first of which ended at the end of the financial year on 31st March. CG advised on the following points:

- Communication plan to feed into the required consultation strategy document as part of the plan process.

For the public information events:

- Content of display boards with reference to example material provided by Data Orchard, and the logistics sheet and guide for event marshalls.
- Importance of 'meet and greet' and capturing demographic data and residential data.
- Importance of trying to gather views, encourage conversations, including those on display boards via post it notes, and use of open questions.
- CG requested any further requirements re Parish profile to be sent via HK asap.
- Business: CG and HK confirmed that a business survey had been placed in the specification.
- CG advised that a housing survey can be included in the questionnaire.
- The logistics of the event were discussed and HK agreed to action with the help of other SG members.

Publicity for the event:

- HK advised that 1,000 leaflets were being done and will be distributed two weeks before the event.

**Actions:** Group Leads to send display material to HK by end of month for onward checking by Data Orchard.

Additional board on Employment, Commerce and Business to be done by Data Orchard.

HK to request finances from Hallow Parish Council to cover cost of large black and white posters and maps.

6. Feedback from HK on meeting with David Clarke, NDP lead, MHDC. Key points:

- HK had updated DC on our progress and forthcoming events.
- DC updated HK on future housing needs and likely targets for Malvern Hills District up to 2040.
- HK reported on the possible MHDC processes that will be used as described by DC.
- A local NDP can focus on development management and design guidance if it wishes to.
- NDP's are 'taken into account' by MHDC and must be considered in all planning applications.
- MHDC via DC will provide an update on current site allocations, and will provide numbers on all housing erected in the village since 2008. The former can be used on display boards at the public information event.

7. Other matters:

- Traffic issues and concerns were raised as a legitimate area for NDP consideration.
- NDP timetable: the schedule is still for a 2019 completion, examination and referendum.
- HK updated on the site for Hallow NDP information which is progressing but not yet live. All SG members will be given access for comment prior to going live to coincide with launch events.

The meeting closed at 9pm.

Next meeting: TBA.