

**MEETING OF HALLOW NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP (MEETING 1).
JULY 20TH 2017, COMMITTEE ROOM, HALLOW PARISH HALL.**

Present:

Hazel Kemshall (Chair), James Rose (Vice Chair and minute taker), Ann Holmes, Ian Graves, Ian Lawrence, Mike Ganner, David Clarke (MHDC) in attendance.

Apologies:

Ann Finn, Joy Fulcher.

1. Declarations of Interest:

HK reminded all to declare any conflict of interest in respect of agenda items and that the same rules as for HPC applied. No declarations were made. HPC Clerk is in the process of drawing up Declaration of Interest forms for the SG to use. HK to follow up at PC meeting July 31st.

2. Terms of Reference:

David Clarke offered advice regarding this. It was agreed that this would be a good idea, although reservations expressed re simply adapting those of Clifton upon Teme.

DC informed that Herefordshire have produced some very good guidance notes that are available online and it was decided to look at these before deciding on our terms (note that some 100 NDPs are in progress in Herefordshire). DC provided a hard copy.

3. David Clarke on overview of NDP process and key issues:

DC also provided notes which can be made available on request.

David said:

Terms of reference were needed.

We should advertise all meeting times and utilise our website to ensure the public are fully informed of what is going on. An engaged community is more likely to back the outcome of the NDP.

Data protection statement should be on the website telling public what we would use the information for. In terms of background there are 15 NDPs being progressed in MHDC.

The NDP will feed into the SWDP which runs until 2030 this in turn runs into national policy. The details are more in depth as you go down the scale.

We have to decide what is important and be aware that we cannot plan for less development than articulated in the SWDP although we do not have to plan for more. Identifying the character features of the village is important and DC briefly outlined how this was done. DC defined non-designated historical assets and again explained briefly how this work should be conducted, and that advice is available from MHDC. For identification of businesses MHDC has a 2007 business directory available online is a good way of identifying the businesses we will need to consult. If we identified any green spaces that were important these would be given green belt status.

We need to ensure our draft policies conform with local and national policies.

We need to have a clear vision.

We must keep notes of meetings and consultations.

DC is happy to look at draft plans and comment upon them, answer any questions about the process and give advice.

It was agreed that all contact with DC would go via the Chair.

4. Update from Working Groups:

History - Making list of non-designated heritage assets.

Leisure - Facilities have been identified and will be complete by the end of summer.

Housing - Carrying out a lot of background reading at present.

Landscape - Two meetings held, carrying out the walking of footpaths at the moment.

Transport - Had a brainstorming session so have come up with ideas to carry on with.

5. Data management

A discussion and exploration of an option for data management and storage was looked at. HK and AH agreed to meet to progress a Data Protection Statement and protocol. IG explained Freedom of Information. It was agreed that all requests for information from village organisations and groups would go via the SG and the Chair.

6. Update on Commissioning Consultants:

Everyone had read the previously circulated paper from Locality website on commissioning consultants. HK had contacted 13 parishes in Worcestershire and Herefordshire requesting feedback on consultants used. To date 3 consultancy firms are emerging, and HK has spoken briefly to two to ascertain further information on their services (the third company has yet to reply). It was agreed to look at NDPs produced with these consultants to make a comparison of end products; and to begin to

look at our requirements with a view to presenting options to HPC at the September meeting.

7. Actions arising and timelines

1. SG members to read and compare NDPs using different consultants- HK to circulate the reports and comments to HK by 7th August
2. To comment on the early draft specification for the consultants- by August 7th if possible.
3. AH and HK will sort Data Protection guidelines.
4. HK will pursue Declaration of Interest forms
5. HK will draft a 'query letter' based on the queries sent in to be used with different groups in the village.
6. HK to begin ToR and circulate
AH to circulate her existing comments on ToR to the group.
7. All to review the data storage facility established by IL, who will provide coaching if required.
8. AH update Ann Finn. HK will arrange to update Joy Fulcher.

8. Papers previously circulated or taken at meeting:

1. Details of the Locality website
2. ToR Clifton upon Teme
3. Neighbourhood Planning Road Map 2016
4. NDP Quick Guide
5. Commissioning Consultants

9. Date of next meeting:

5th September 2017, 7-9pm

Venue Parish Committee Room, Hallow Parish Hall.