

# Pixley and District Parish Council

## Neighbourhood Development Plan

### Minutes of The Inaugural meeting of the Steering Group held on Monday 27<sup>th</sup> June 2016 at The Nest, Munsley at 7pm

**Present:** Lesley Clothier, Jem Bateman, Ken Bray, June Cowell, Ken Davies, Angus Davison, Isabel Dunn, Pelham Hawker, David Hewitt, Kelvin & Chris Lynch, Allen Mawby, Mike Skittery, Steve Swaites, Charles Thwaites, Phil Whitfield and Andrew Wynn

#### 1. Welcome from Lesley Clothier Chairman of Pixley & District Parish Council

Cllr Clothier welcomed everyone to the meeting.

#### 2. Apologies: Wendy Cox, Michael Llewelyn-Jones, Edward Thompson, Serena Thirlwell and Bruce Wragg

#### 3. Presentation from Karla Johnson – Herefordshire Council Neighbourhood Development Team

Ms Johnson thanked the councillors for inviting her to the meeting. She explained that a Neighbourhood Development Plan (NDP) forms part of Herefordshire Councils planning policy. Neighbourhood Plans are not compulsory and cannot be used to stop development. A Neighbourhood Plan can only be instigated by parish councils, although the whole community should be involved in putting it together. A plan can cover a whole parish, part of a parish or more than one parish, but only one plan is allowed for each parish. It must generally conform with Herefordshire Councils Core Strategy 2011-2031 policies. The Core Strategy was adopted in 2015. There are currently 101 areas in Herefordshire undertaking an NDP, three have been adopted so far – Weston Under Penyard, Eardisley Group and Staunton on Wye, a further six are at Regulation 16 stage and twenty at Regulation 14 stage.

What do you put in a Neighbourhood Plan? – settlement boundaries, sites allocated for affordable housing, suitable housing for the ageing population, sites for business, protected buildings and open spaces, design of buildings. Pixley and District is classed as policy RA3 Open Countryside in the Core Strategy. Policies RA4 and RA5 would also need to apply.

Herefordshire Council can help with the plan. Once an area is designated for the plan it becomes lawful for a steering group to be set up comprising of councillors and anyone in the community. The Neighbourhood Planning Team have provided Karla as the case officer to help and advise on legal requirements, parish information and technical advice. Karla advised that professional advice is sought on putting the plan together and putting the document into “planning speak” and policies. A grant of up to £9000 can be applied for to cover these professional and other costs. The first thing to do is to apply to Herefordshire Council to designate the area. They will publicise this and consult for six weeks after which the plan can proceed.

Prepare the Plan by lots of community consultation, forming a steering group, holding a number of open meetings, questionnaires, analyzing results and forming a draft plan, submitting it to Herefordshire Council under Regulation 14. The plan then is subject to a six week consultation after which comments received can be considered and amendments can be made. The final Plan is submitted under Regulation 16. It is then subject to a further six week consultation, an independent examination and if agreed there is a referendum of all electors in the Neighbourhood Plan area, if more than 50% of those voting are in favour, Herefordshire Council adopt the plan. Herefordshire Council do strategic environmental and habitat regulations assessments, provide a number of guidance notes on NDP’s and the procedures to follow, they check the conformity of a plan with the Core Strategy and National Planning Policy Framework, they pay for the independent examination and referendum. Herefordshire Council cannot write the document, undertake local primary survey work or promise to attend every meeting.

Ms Johnson closed by advising that currently parishes who have an NDP qualify for 25% of Community Infrastructure Levy compared to 15% for parishes who do not have an NDP.

If the parish did not want to undertake an NDP a rural site allocation DPD which is simpler and designates sites and settlement boundaries will start to be undertaken by Herefordshire Council in Sept with issues and options with the hope of producing a draft DPD in 2017.

The chairman thanked Ms Johnson for attending.

#### **4. To Consider Recruiting a Planning Consultant**

It was decided to invite representatives from planning consultants to a future meeting to give a presentation on their services and costs. The parish council clerk will approach Foxley Tagg, Kirkwells and David Nicholson.

- 5. Objectives and Vision Statement** – deferred.
- 6. Process Discussions and Planning Issues** – deferred
- 7. Budget, Funding and Website** – deferred
- 8. Outline of Timeframe for Plan** – deferred
- 9. To Adopt Terms of Reference** – deferred
- 10. To Receive Names of Volunteers** – as those present above
- 11. Nominees for Roles** - deferred
- 12. Allocation of Tasks or Actions** - deferred
- 13. Date of Next meeting** – 2<sup>nd</sup> August 2016

Meeting closed at 8.25pm.