

Pixley and District Parish Council

Neighbourhood Development Plan

Minutes of a meeting of the Steering Group held on Wednesday 7th December 2016 at The Nest, Munsley at 7pm

Present: Pelham Hawker, Lesley Clothier, Ken Bray, Kelvin Lynch, Isabelle Dunn, Andrew Wynn

In attendance: David Nicholson – DJN Planning Consultants
Janet Chester – clerk

Apologies: Wendy Cox

Minutes: The minutes of meetings held 17th May, 27th June and 2nd August were all agreed to be a true record and duly signed by the Chairman of the Steering Group Pelham Hawker

Key Stages: Our Planning Consultant David Nicholson outlined the procedure for producing a Neighbourhood Plan as below:-

Stage 1: Fact Finding

1. Identification and review of the evidence base which is available to inform the Plan. The bulk of this will be drawn from that assembled by Herefordshire Council during preparation of the Core Strategy. Advice on any additional evidence/surveys required, including issues to be addressed within the residents' survey.
2. Identification and review of implications of relevant Core Strategy policies for the Plan area.
3. Questionnaire design for residents' survey.
4. Analysis of survey responses, including preparation of results and comment listings reports. A response rate of 50% from a parish total of 447 residents aged 16 and over at the time of the 2011 Census will give 223 questionnaires.

Stage 2: Writing and Consulting on the Draft Plan

5. Preparation of the draft Plan, on the basis of the evidence gathered, including the questionnaire survey results. The structure and content of the Plan to be agreed, but likely to include vision and objectives; planning policies for environment, rural exception housing, employment, and community, together with supporting statements.
6. Liaison with Herefordshire Council re the Habitat Regulations and Strategic Environmental Assessments (HRA/SEA).
7. Advice on the public consultation, including meeting the statutory requirements at Regulation 14 and preparation of consultation material such as comments form, flyers, and associated correspondence.

Stage 3: Finalising the Plan and Submitting to Herefordshire Council

8. Analysis and review of consultation responses and consideration of changes arising to the draft Plan.
9. Preparation of revised Plan, including liaising with Herefordshire Council re the HRA/SEA assessment and Policy Maps.
10. Preparation of the Consultation and Basic Conditions Statements to accompany the submission Plan.

It was decided that a consultation questionnaire should be produced and distributed to residents by 31st March 2017. The responses of this questionnaire would be analysed and an open meeting held in June 2017 to discuss the questionnaire results.

Actions:

- NDP Terms of Reference – Janet Chester
- Draft Timeline – Janet Chester
- Logo – Pelham Hawker to contact Graphic Designer
- Copy of Parish Plan to be sent to David Nicholson – Andrew Wynn
- Example Questionnaire to be circulated – Janet Chester
- Questionnaire / Communications – all to consider prior to next meeting

Date of Next meeting(s) – Wednesday 18th January 2017 and Wednesday 1st February 2017, 6pm at The Nest

Meeting closed at 19.10pm.