

LITTLE BIRCH and ACONBURY

NEIGHBOURHOOD PLAN – STEERING GROUP

Notes

for

Meeting on 30th November 2017 at 7pm

Present: From Little Birch; John Jones, Ben Roberts, Mike Morley, Margaret Scrivens, Alison Clarke, Steve Naylor, Cathy Sadler, Kate Dillon **and from Aconbury;** Owen Cockram, Mike Leigh (from 7.25).

Also: Sophie Glover (Clerk). Dr David Nicholson (Consultant)

Meeting started at 7.03pm

		Actions
1	<p>Welcome and introduction to the meeting The chair welcomed all to the meeting. The clerk reminded those present to declare a DPI if it was relevant to any one who had not already registered their interest. JJ mentioned that he was stepping down as the lead to the steering group as he does have a planning appeal going through the process.</p>	
2	<p>Update from the Parish Council Ben thanked JJ for his input to the whole process so far. Due to the nature of the stage of the NDP where we are inviting scrutiny, we need to take the opinion of the man in the street, would they think that someone involved had a financial interest in a planning application, then perhaps they might think that things were not as they could be. BR was suggested, and this was seconded by MS, all present were in favour. A vote of thanks went to JJ from all present. Ben took the chair. The chair relayed what had caused us to pause the process, and that the Clerk had had a meeting with Sam Banks and Karla of the NDP team at Hereford Council. They were clear that our NP would supersede all other regulations and that if we suggested that planning could be given at specific areas, then we should expect that it will be considered. Sustainability was still an issue, MM was concerned that this had not been addressed, but JJ was clear that as long as the NDP specifies settlement areas, then that will be where development can happen. Dr N felt that we need to proceed to regulation 14, to see what the Council say to our draft plan. LB is a policy RA2 settlement, so it IS sustainable in some areas, and our plan will identify where these areas are. BR confirmed if we were waiting for any further documents to come in, and Dr N said that we had all that we needed to go forward.</p>	
3	<p>Input from Dr Nicholson on where we are so far, what has been decided so far and the way forward. Dr N. supplied his notes for this meeting, they are appended at the end of this document. The biggest cost will be the printing of the draft plan. SN asked if comments forms would be anonymous? No and if people didn't put their name on the forms, then it was suggested that we discard them. The meeting was warned not to expect huge numbers of forms being sent back. Dr N circulated a couple of draft response forms, one could only</p>	JJ had sent the printing costs to

	<p>take a comment on one particular item of the plan, the second would let people comment on more than one item. JJ proposed to go for the numerous answers option, this was carried.</p> <p>When would we start the 6 week process? JJ wanted to start straight away, the rest of the meeting went with doing this in January, it was suggested that we look at trying to get this done from 8th January. Hand delivered to all properties, get 150 printed, the draft is 35 pages long, plus covering letter, plus comments form. Meeting on the 3rd or 4th of January – depending on the availability of the hall, just to stuff envelopes, so that all can be delivered by 8th. Clerk to notify people of the chosen meeting date, and to check print run times. The public open event is to be on either the 27th January or the 3rd Feb depending on hall availability.</p> <p>Consultee list: Dr N needs a list of Little Birch businesses, specifically the farms, Kate Dillon offered to do this.</p> <p>Web based comments: BR has made a few changes to the web site. The NDP has its own tab on the web site. The comments form will also be uploaded onto the website.</p> <p>Is the Castle Inn happy to have some questionnaires in the bar? JJ will check and let Dr N know if there is a problem.</p>	<p>clerk, she will dig them out.</p> <p>4th Jan has been confirmed at 7pm.</p> <p>3rd Feb has been confirmed hall booked 12 to 3pm.</p> <p>Dr N to send KD further info.</p>
4	<p>Questions from the floor</p> <p>JJ: the final draft that is going forward, is based on the answers from the original questionnaire? Yes it is. So, JJ wondered what people might have to pick at as there should not be any surprises.</p> <p>SN do we have to accept a comment? No, it would be discussed and brought to the Parish Council.</p> <p>After this section 14, what happens? We have a chance to tinker with the Plan in line with people’s comments, then HC puts out a section 16 consultation, which takes a further 6 weeks. Then we select an examiner, and an independent examiner looks at the plan. Finally there is a referendum, which is where the majority of people who vote have to vote in favour of the plan.</p> <p>OC asked why with the questionnaire was anonymous, and yet this time it is completely the opposite, if a response isn’t named, it won’t be considered. Dr N said that this is a completely different exercise now, we need to know who said what and that they really are from the parishes involved.</p>	
5	<p>Date and time of next meeting</p> <p>3rd or 4th of January to stuff envelopes.</p> <p>Open event for the public: 27th Jan or 3rd Feb – large map of NDP area needed for this.</p> <p>Meeting closed at 8.09pm</p>	<p>4th has been confirmed at 7pm.</p>

Appendix

Notes from Dr Nicholson.

Little Birch and Aconbury Neighbourhood Development Plan:

Regulation 14 consultation

Consultation to meet the requirements of Regulation 14 is a key stage in the preparation of the NDP, as it is the first time that the proposals will be tested locally outside the discussions in the Steering Group/Parish Council/Parish Meeting. There are statutory requirements to be met - a copy of the text of Regulation 14 is at Appendix 1.

This note summarises the proposed arrangements, to meet the statutory requirements (section 1), highlights areas where decisions are needed on the format of the consultation (section 2), and details the actions required (section 3).

1. Overview of the consultation

- Printed copies of the Plan, distributed to households and businesses in the area
- Copy of draft Plan and supporting documents, including a comment form, placed on website
- Lodging of copies at the Castle Inn, for inspection.
- Consultation email sent to consultees
- Display flyer advertising the consultation posted on Parish notice board/published in Newsletter
- Consultation also covered in Newsletter monthly updates
- Drop-in session where questions can be answered
- Web-based responses enabled as well as email and paper means (comments form)
- Comments form returned to Village Hall post box, at the drop-in session, or to Sophie.

2. Decisions / actions needed

1. When is the consultation going to begin and end? Minimum six weeks is required. (think about printing schedules, newsletter deadlines and half term/Xmas)
2. Consultee list – need Little Birch farms, businesses.
3. Two options for the comments form
4. Web-based functionality for responses
5. Confirm Castle Inn OK to have copies
6. Arrange for printing

3. Actions

Stage 1: preparation

	What	Who
1	Establish printing time requirements and print run sufficient for all households (c. 120) and businesses	Steering Group
2	Agree dates and format of consultation	Steering Group
3	Confirm local arrangements with the Castle Inn	Steering Group
4	Develop web response functionality and add details to public notice	BR
5	Complete public notice with dates and other arrangements as agreed and issue to SG	DJN
6	Prepare comment form and issue to SG for printing	DJN
7	Finalise text of draft Plan and issue to SG for printing	DJN
8	Arrange for printing of Plan and comment forms	Steering Group
9	Draft consultee list with Steering Group (national bodies eg Highways England, local organisations, Herefordshire Council, adjoining parish councils, local businesses)	DJN/Steering Group
10	Prepare email/covering letter for consultees and issue to SG.	DJN
11	Prepare A4 flyer and issue to SG.	DJN
12	Receipt of printed Plan and comment forms from printers	Steering Group

Stage 2: consultation

	What	Who
11	Issue consultation email to consultees	Parish Clerk
12	Distribute Plan/covering letter/comments form to local households and businesses	Steering Group
13	Upload to website: draft Plan, Environmental Report/HRA, Housing Delivery Report, SG minutes, public notice and comment form (residents' survey already uploaded)	Steering Group/PC
14	Deposit copies of the Plan & comment forms for local inspection as agreed	Parish Clerk
15	Display A4 flyer on notice boards etc	Parish Clerk
16	Arrange/hold drop-in session	Steering Group
17	Collection and collation of comments forms and other responses, and send to DJN	Parish Clerk

In addition:-

Regulation 14: Pre-submission consultation and publicity

- 14.** Before submitting a plan proposal to the local planning authority, a qualifying body must—
- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
 - (i) details of the proposals for a neighbourhood development plan;
 - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;
 - (iii) details of how to make representations; and
 - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
 - (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
 - (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.