

Draft

MINUTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP for
ALMELEY PARISH COUNCIL
HELD IN ALMELEY VILLAGE HALL ON 20th September 2017

Present:

Mrs Liz Tucker – (Chair) , Mr Barry Hall, Paul & Sandra Charles, Jon Argent, Alan Tucker, Dave McAndrew

Apologies:

Mike Entwisle, Lynn Entwisle, Frances Crippin, John Crippin,

Also Present

1 member of the public.

The meeting commenced at 6pm

1. Approval of minutes of last meeting.

The minutes of the previous meeting were approved and signed.

2. Declaration of interests.

No members of the group had any interests to declare.

3.0 Financial Update.

3.1 Grant update

The grant of £4067 from Groundworks has been paid into the Almeley Parish Council's (APC) bank account. Thanks to the efforts of Liz, Barry and John Hope, it was noted that this was now the correct account and it is now accessible. This grant period is 6 months or 31st March, whichever comes first.

3.2 Accounts summary

It was agreed that an accounts summary will be required for the incoming clerk for APC. The NDP sum remaining in APC's bank account is approximately £400, this will be confirmed for the next meeting for which Alan has agreed to create a spreadsheet.

If the need arises, there is the potential to access an additional £6000 funding as Groundworks consider we have a complex situation.

Jon requested that at each future meeting we should be able to demonstrate where we are against budget.

Any outstanding receipts for expenses need to be passed to Liz so that payment can be processed.

4.0 NDP Update.

4.1 Questionnaire Analysis

Sandra took everyone through the analysis of the questionnaire, including two methodologies used to determine the preferences for future housing locations. There are two documents attached: one produced by John with additional analysis by Paul and the other a data summary version of the questionnaire.

It was suggested that members of the steering group request their spouses/partners to take a look at the questionnaire results and analysis, and give their comments on clarity etc. Members to report back at the next meeting.

It was agreed that the findings regarding types of housing etc back up the two previous parish surveys conducted in 2004 and 2014.

4.2 Land Assessment

Bill Bloxsome will now carry out detailed assessments of three potential sites: Almeley Brick House, Almeley West View and Woonton Farm.

We have been advised that we need to be specific about windfall sites, citing where these might be and how likely they are to proceed. It was agreed that we need to get to our minimum housing number of 33 without relying on windfalls – they should be viewed as insurance.

We have been asked to send details of any potential windfall sites to Liz.

In order to understand the past windfall trend, it was agreed that we need to create a tally of previous conversions and windfalls in the parish. Sandra and Paul agreed to collate this with everyone putting forward conversions to their knowledge, but asked for Liz to get clarity from Sam or Stef about how far back this historic count should go.

4.3 Environment Report and Local Green Spaces

Early in the summer, Jon sent the LGS report to Bill. We await comment from Bill.

5.0 Action Plan

5.1 Environment Report

Bee Held (APC Vice-Chair) has offered to help with this report.

Liz has access to large format maps to which hedgerows and other features can be added.

APC have an OS number which we can use when having maps printed.

The previously discussed online mapping tool was said to be useful for a parish council but it was deemed not necessary for NDP purposes. Magic Maps would be a more useful tool.

Herefordshire Wildlife Trust (HWT) are happy to help with ratifying/formalising the wildlife report.

Action: Liz, Alan and Bee.

5.2 Financial Summary

Action: Alan to prepare this for Working group meeting towards the end of October.

5.3 Timeline to Regulation 14

The next APC Meeting will be on 15th November and it is intended to present the Draft NDP at that.

Action: Liz to ask Bill to have draft NDP ready for 8th November.

Additional actions:

Action: Liz to prepare list of potential windfall sites.

Action: Sandra and Paul to produce the historic windfall list.

Working group will meet towards the end of October.

Public Comments There were no comments from members of the public

6.0 Next Public Session Wed 29th November 2017 at 6:00pm

The meeting ended at 7:30pm