

Marden Parish Council

Neighbourhood Development Plan Steering Group Meeting on
Tuesday 22 July 2014 at 19.30 in Marden Community Centre

Notes of the Meeting

Attending: Cllr Parkes, Chairman of the Steering Group, 3 councillors, 4 members of the public, Alison Sutton Parish Clerk and Michael Wellock and Claire Parker from Kirkwells Planning Consultants

Apologies: Cllr Sandra Gladwyn

1. **Introduction from Parish Council** – As Chairman of the Steering Group and as lead for the Parish Council on Neighbourhood Development Plan, Cllr Michael Parkes welcomed those attending and Michael and Claire from Kirkwells
2. **Presentation by Kirkwells Planning Consultants** – There was a short presentation explaining the Neighbourhood Planning process, starting with designation of the area that the Neighbourhood Development Plan (NDP) will cover, which is the whole parish of Marden. The next stage is to prepare the plan as a group and then with Kirkwells draft the plan. This is followed by a 6 week consultation phase locally, leading to the plan being revised as necessary. The draft NDP is then submitted to Herefordshire Council with a Consultation Statement and a Conditions Statement. These documents give the evidence that those who live, work and do business in the parish have been consulted and that the NDP conforms to the National Planning Policy Framework, Herefordshire Council's Unitary Development Plan and its emerging Core Strategy, that it promotes sustainable development, take account of conservation areas and similar and meets European Regulations. To comply with the latter point, Herefordshire Council undertakes a Strategic Environmental Assessment and a Habitat Risk Assessment. Herefordshire Council consults for 6 weeks and then the NDP is examined by an Independent Examiner appointed jointly by Herefordshire Council and the Parish Council. Once any final changes are made, there is a local referendum of all those on the electoral register and a straight majority of those voting means the NDP is accepted. It is then 'made' by Herefordshire Council and becomes part of statutory planning policy for Herefordshire.
3. **Confirmation of members of Steering Group and observers** – Sandra Gladwyn, Robin Brook, Arthur Fraser and Jon Stannard, Bill Wright, David Bennett, John Roberts and Nick Webster wish to join Michael Parkes on the Steering Group (SG). It was noted that meetings are open and anyone else can join the SG or observe meetings and comment in the Open Forum part.
4. **Elect Vice Chairman** – Arthur Fraser was nominated and accepted the role
5. **Elect Volunteer Co-ordinator** – David Bennett offered to undertake this role
6. **Note project time plan and receive information** – The Clerk distributed the project time plan, the Terms of Reference and Notes for SG members and 3 maps of the area for consideration before the next meeting.
7. **Open forum** – Various issues connected to the process were considered.
8. **To note date of next meeting** – Wednesday 30 July 2014 at 7.30 pm in the Community Centre.

Alison Sutton – Parish Clerk
7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD
Tel: 07789 322771. Email: mardenclerk@gmail.com