

Marden Parish Council

Neighbourhood Development Plan Review Group Meeting on
Wednesday 15 July 2020 by Zoom

Notes of meeting

Present: David Bennett, Kate Ryan, Richard Paske, Nathan Jackman-Smith, John Roberts, Paul Sant (part).

In attendance: Parish Clerk Alison Sutton; Claire Bradley of Kirkwells Planning Consultants.

1. **Apologies and introductions** – apologies from Paula Barratt, Rod Lees, Mike Blake, Andrew Matthews, Andrew Osbaldiston.
2. **Short presentation from Kirkwells on Call for Sites Process** –
 - Core Strategy does not allocate sites, left to parishes to do so within NDPs. Herefordshire can allocate if no NDP
 - Named settlements in Marden NDP – Marden, Litmarsh, Burmarsh and The Vault. Development has to be in/adjacent to named settlements
 - No hard and fast rules, site selection carried out in open and transparent manner
 - Must include consultation with community and have to produce evidence base to support and justify conclusions reached
 - PC invites developers/landowners/interested parties to submit sites for future allocation
 - Caveat that not all sites will be acceptable or necessary
 - Assessed against agreed criteria
 - Criteria used last time – location to settlement boundary (SB), accessibility to community centre, brownfield/greenfield, flood zone, constraints, access to utilities/services
 - Can add – impact on heritage asset, impact on trees, impact on landscape, known contamination (former orchards have contamination from spraying), surface water flooding, access to road network or new needed.
3. **Details for Call for Sites** –
 - Write to people who submitted sites last time, website, MailChimp, Facebook, Hereford Times
 - Use extra criteria suggested at 2
 - Not backland development
 - In NDP – when allocating state x site with potential for y no. of houses, so reduce risk of higher density than want
 - Want to allocate 5 houses in total, not more than 3 on any site.
4. **Kirkwells input to NDP review process** –
 - Agreed need informal consultation just on sites suggested for allocation – before do Regulation 14 consultation
 - Claire and Alison draft Call for Sites document, site submission form and criteria for meeting on 3 August – documents to Group by 23 July
 - Alison send sites through as they come in, Kirkwells do assessment
 - Alison/Claire amend general sections of NDP
 - Group decide on amendments to policies
 - Claire write new policies when Group say what want to include
 - When get to Regulation 16 submission stage, Claire write Basic Conditions Statement, Alison put together Consultation Statement as responses come in to PC
5. **Next steps** –
 - Alison check with Sam Banks whether new timescale achievable
 - Consent for open email address within Group from Claire and Nathan

- New timescale –
 - **Group meeting 3 August** to agree Call for Sites documents, decide on amendments and new policies wanted
 - PC meeting 10 August to sign-off Call for Sites – 11 August – 1 September – Call for Sites
 - **Group meeting 11 September** to agree draft informal consultation document once site assessment and recommendation report done
 - PC meeting 14 September to sign-off informal consultation
 - 17-30 September informal consultation
 - **Group meeting 7 October** to agree sites for allocation in Regulation 14 draft
 - **?Group meeting 14 October** to agree final Regulation 14 draft
 - Extra PC meeting 19 October to sign-off Regulation 14 draft
 - Regulation 14 consultation 23 October to 4 December
 - PC meeting 11 January to sign-off Regulation 16 draft, Basic Conditions and Consultation Statements
 - Submit for Regulation 16 by mid-January 2021

6. **Public Forum** – None.

7. **Date of next meeting** – Monday 3 August at 4.00 pm – to agree Call for Sites documents; to look at amendment to vision, amendments to current policies and new policies. Claire apologies.

ACTIONS

Action	Person
Read NDP and other documents and come to meeting on 3.8.20 with ideas for changes/additions to NDP vision and policies	ALL
Check Call for Sites documents for 3.8.20	ALL
Prepare Call for Sites documents and send to Group by 23.7.20	Claire and Alison
Contact Sam Banks and confirm timescale acceptable	Alison
Start amending general sections of NDP document	Claire and Alison

Alison Sutton – Parish Clerk
 7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD
 Tel: 07789 322771. Email: parish.clerk@mardenherefordshire-pc.gov.uk