

NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP MEETING

Wednesday 12th January 2022 7pm via Zoom

MEETING NOTES

Present

Louise Kirkup – Kirkwells
Cllr Julia Cotton
Cllr Wendy Tolley – Chair
Mark Parvin
Jonathan Southall
Toby Kinnaird – Vice Chair
Clare Preece – Clerk

Apologies

Nick Brewin

Prior to the meeting the Clerk sent out an Agenda, Terms of Reference, link to the HCC NDP guidance notes, First homes report 2021 and Draft vision and objectives 2021.

1. Welcome and Introductions:

2. To elect a Vice-Chair

Toby Kinnaird was elected Vice chair and took the meeting.

3. To adopt the Terms of Reference:

The Terms of Reference drawn up by the Clerk were examined for amendments. The following amendments need to be made:

- a) It needs to be made clear that the Steering Group can make recommendations only and that any decisions must be made by Councillors at a full meeting of the Parish Council.
- b) The frequency of meetings needs adding. It is usual to have 10 meetings a year but for meetings to be flexible and to be held as and when required.
- c) Declarations of Interest must be recorded.

4. To discuss the affordable housing report:

In rural areas such as Dormington and Mordiford even after discount, housing is often still unaffordable because house prices are high in the area. How we tackle this issue will be a huge challenge. Unless a prospective development consists of 10+ houses they affordable housing may get incorporated into the plan but it will not be possible to rely on market housing developments to fulfil the amount of affordable housing needed. Schemes like Shepherds Orchard may help, if not solve the problem.

A question was posed as to the reselling policy of these developments. The policy is often written in the form of a legal agreement to make the housing affordable in perpetuity.

A question was posed as to the quantity of affordable housing required to meet needs. Louise believes the minimum figure has been met and said that a conversation was needed with Sam Banks at HCC and her team to include the HCC Core Strategy. The Clerk was asked to send over the email address for Mohamed Mohamed who is the Parishes contact for the NDP at HCC.

It is the preferred strategy for the affordable housing to be offered to people in the parish. Members of HM Armed Forces, families with children who have special needs and key workers are also amongst some of the preferred candidates.

Action: Louise will take a look at the Herefordshire planning housing allocation policy and forward to the group.

Housing is offered for sale for 3 months to people in the area and this time scale needs to be changed and it was suggested that this is not adequate.

Louise explained that if a housing scheme was operated in conjunction with a local landowner then more control would be had with type of housing that would be built.

Additional support (grant funding and technical support) is available from Locality for groups wishing to progress housing schemes through NDPs. Information is available on the Locality / neighbourhood planning webpages.

A “call for sites” will draw out the land available and provide focus.

5. To discuss the Vision and Objectives:

Another housing needs survey will be required

It was noted that Checkley does not feature. The vast amount of the Checkley area falls under an ANOB and it is not identified in the Core Strategy as a settlement suitable for development and therefore will not be a focus of new development.

It is encouraging that the environment is put at the forefront of the vision for the area.

Action: A design guide can be incorporated into the Vision and Objectives. Louise will add this to the document.

Action: Louise will “tighten up” the document before it is put out to the public and Approved by the Parish Council.

Action: Herefordshire County Council have said that it is their aim to be carbon neutral by 2030. Louise to add this to the Vision

A model “Herefordshire House” design has been put forward for consideration and 8 more planners have been employed to deal with the backlog of planning applications.

Herefordshire Council are very ambitious with regards to green issues and have added environmental policies to their Core Strategy.

Action: Louise asked that everyone submit comment before the next meeting, preferably in the next couple of days to enable her to produce an updated Vision and Objectives document.

6. To consider Key Planning themes:

Action: It was noted that the phosphate issue in the Wye and Lugg need to be mentioned. Louise said this will be added to the document.

Action: The design guide objectives need to be determined. Design guides are optional at the moment but once policies are in the place they will become part of legislation. Louise to add design guides to the document.

Action: The provision of other facilities such as public transport and charging points are in the Core objectives. Louise to add infrastructure, public transport, sewerage / phosphate issue to the document.

Action: Housing is a major issue. Louise to add housing and affordability for local people and key workers to the document.

7. To consider Time Scales:

Louise gave an overview of the estimated time scales;

The whole process will probably take 1.5 to 2 years.

It was envisaged that a Draft plan will be produced by the end of 2022 which will be submitted in 2023. A formal consultation on the Draft plan will take place which is when most of the work will have been done. A referendum will follow this probably in the summer and towards the end of 2023. Louise said that there are a lot of unknowns in this process such as the phosphate issue with the Wye and Lugg and we will have to wait until this is resolved. The planning consultant does most of the writing in this process.

Action: Louise to provide a timeline for the group.

8. To consider the call for sites and publishing:

Louise said it was fine for the call for sites to go ahead before the end of the financial year in March. There is very little cost involved and it is a good place to start. All the information on how to proceed with this is on the HCC website. Three to four weeks are needed to allow Landowners to submit their applications. A technical assessment for affordable housing is offered free of charge by AECOM. Louise will send the wording for this.

It is not unusual for late submissions to be made and does not really cause any problems. The Parish Council can contact the major Landowners and Land Agents directly, if known. Advertisements can be placed on all websites and social media pages, notice boards and in the Hereford Times. A record should be kept of everyone who is approached directly. Everything that can be done to avoid anyone complaining that they were not aware that a call for sites was being conducted should be carried out. There may be some Landowners that the PC is unaware of. Another discussion will take place before the Steering group make their recommendations to the Parish Council at their February meeting.

Action: Louise to forward information on the Call for Sites process to the group.

9. To discuss focus groups:

These can be discussed at the next meeting.

10. The date of the next meeting was agreed for 8th February 2022.