

MEETING NOTES OF PUTLEY PARISH COUNCIL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING  
GROUP MEETING

7.30pm, Friday 13<sup>th</sup> October, 2017

Putley Parish Hall, Putley

**Present:** K. Herbst (Chair (K He); J. Herbst (JH); T. Beaumont (TB); S. Chilcott (SC); R. Denman (RD); K. Wollen (KW); S. Webster (SW). R. Denman (RD) and G. Prins (GP) joined during item 3 but confirmed no conflicts of interest

**Also in attendance:** D. Nicholson, independent planning consultant and adviser to the Steering Group; R. Hunter (RH) and D. Daly (DD), members of the public.

### **1. Welcome and apologies**

KHe welcomed those present and thanked RH and DD for their attendance.

Apologies: J. Felton (JF); G. Blandford (GB); S. Foster (SF); E. Groves (EG); K. Harris (KH);

### **2. Declarations of interest**

There were no conflicts of interest declared

### **3. Minutes of the last meeting, held Wednesday 2<sup>nd</sup> August 2017**

*At this point RD and GP joined the meeting*

TB pointed out Putley Village Hall should read Putley Parish Hall.

Otherwise the minutes were accepted as a true record. There were no matters arising.

### **4. Communication with Putley Parish Council**

KHe said she had met informally with T. Green (TG) the Chairman of Putley Parish Council (PPC) on September 21. He confirmed that the PPC had approved Version 3 of the draft PNDP at their meeting on September 20. RD drew attention to the now-published Minutes of the PPC Meeting on August 17 which identified that the PPC wished to have the opportunity to review the draft PNDP after the Regulation 14 consultation process. KHe and DN confirmed this was normal procedure.

KHe confirmed Version 3 of the draft PNDP dated 23/08/17 complete with the Environmental Report (SEA) and Habitats Regulations Assessment (HRA) and process and content for the Regulation 14 consultation will go before the next PPC meeting on October 19 before the consultation draft PNDP and accompanying documents are sent for print.

### **5. Putley's Environmental Report (SEA) and Habitats Regulations Assessment (HRA)**

DN said the SEA was very positive and the HRA basically confirmed there is no need for a HRA. SC said she had not received the final, amended version of the SEA. KHe undertook to check that it had been circulated.

DN confirmed that the SEA and HRA need to go on the PPC website with the consultation draft PNDP and all these documents need to be submitted to Herefordshire Council. The Housing Report does not need to be submitted.

## **6. Putley Neighbourhood Development Plan 2011-2031 Consultation draft V3 issued 23.08.17**

DN confirmed this is the version with all the corrections in it which went to the PPC on September 20 and will go out to the Parish for consultation.

DN said this version will be resubmitted to the PPC on October 19. After that he will take off the watermark draft, version number and the date 23.08.17 and add a blank page which will increase the page count to 37.

There was discussion about the page count and options to alter the layout to minimise pages and thereby cost. DN said the layout deliberately avoided splitting policies.

RD said he thought there might be a cost benefit to keeping the page count below 36. DN offered to provide a pdf of the 37-page document and a word document as well so the layout could be altered by the printer to reduce the page count if necessary.

JH said he had received a quote for £150 for 110 full colour documents and £120 for black and white. Five colour sheets would be needed.

KHe added there was the possibility of an additional full colour front page.

DN said he would not be able to email the word document as it is too large. JH said he would pick it up if necessary.

KHe asked if anyone had any further comments to make on the draft PNDP version 3. There were none. The group formally accepted and agreed the draft PNDP version 3 for submission to PPC. KHe thanked DN for his work on it.

## **7. Funding Update**

JH said he had successfully applied for the next grant, which lasts to the end of March 2018. The sum of £2200 had been approved but due diligence needs to be completed before any money can be spent. This will be completed by October 17. He said he had been able to claim back into this tranche underspend of £356.06 from the two previous tranches. This was fortunate; the total grant available is £9000 and without the previous underspend it would have been a struggle to meet financial demands. He said the grant funded three key costs – consultancy; hall hire and printing (plus travel). He had been quoted print cost of £1.36 each (£149.60) for 110 copies of the consultation draft of the PNDP. The budget is £150. Any overspend on this budget can be taken from the budget for hall hire but that would mean meeting in someone's house.

KHe thanked JH for his work on the report to funders and grant application.

## **8. Regulation 14 consultation – process and content**

KHe presented to the meeting a covering letter for distribution with the hard copy of the draft plan and comments form to households in the Neighbourhood Area. This had been written by the Chairman of PPC, TG, following the structure provided by DN. It was accompanied by a second page of explanation "How we have prepared the draft Neighbourhood Development Plan".

Amendments to the letter proposed by the meeting were:

In the second paragraph add the word "other" to read "our Steering Group of Parish Councillors and other local volunteers".

In the fifth paragraph change the word add to say to read "if there is anything you want to say.."

In the sixth paragraph DN agreed to provide a form of words to explain who will take part in the referendum.

Add the first paragraph from "How we have prepared the draft Neighbourhood Development Plan" to the letter, as the first paragraph after "Here it is! – Your Neighbourhood Development Plan for

Putley! Start “How we have prepared the draft Neighbourhood Development Plan” from the second paragraph. This was in response to a comment from RH who felt the letter assumed that readers would know what a NDP is. KHe agreed to raise this with TG.

RD suggested that if the details of how to respond inside the front cover refer to the comments form, there is no need to refer to it in the letter. So he suggested deleting from paragraph five: “There’s also a comments form in the pack.”

The meeting discussed the Regulation 14: Pre-submission consultation and publicity notice. DN explained that the wording reflected discussion at the last Steering Group meeting. This version will replace the current version in Version 3 of the draft PNDP dated 23/08/17.

There was discussion about the proposed wording of the comments form. This will be printed back-to-back on one sheet of paper. KHe said if budgets are tight this may be something that the Steering Group could take responsibility for printing (as well as the covering letter and overleaf “How we have prepared the draft Neighbourhood Development Plan”.) KHe pointed out the misspelling of the word Twynings which DN will correct here and elsewhere in the documentation (e.g. also in the Regulation 14: Pre-submission consultation and publicity notice.) The meeting agreed that rather than asking people to obtain and use a separate form for each subject, they should be asked to “please attach an additional blank sheet for each subject and put your name on it.” DN explained that an additional sheet is needed for each subject so that comments can be sorted by subject once received. DN agreed to amend the comments form accordingly, including deleting the references to where additional forms can be obtained.

KHe and DN said they have completed the list of consultees to whom information about the consultation on the PNDP needs to be sent. This will be carried out by the Parish Clerk. DN confirmed emails can be used wherever possible to save on postage costs. KHe said she would contact TG to ask him to rewrite the draft of the accompanying email in his own style. This email also needs correcting to delete references to additional comments forms.

DN confirmed that he was happy with the proposed plan for the consultation process. In accordance with the plan, by November 6 parishioners should receive all the documents and consultees should receive notification.

The draft poster was discussed. It was agreed that a line about the drop in session from 10-12 on Saturday 25 November at Putley Parish Hall should be added onto the poster, under To learn more..

KHe said she would provide information about the consultation and drop in session for the Putley Press.

TB said he would put up signs about the drop-in session a fortnight before. KHe asked if the signs could include the words “drop-in session”.

Timescales for getting the consultation draft of the PNDP and accompanying documents to the printer were discussed. The PPC meeting is on October 19. DN is not available on October 20. DN agreed to issue to JH a print-ready version of the consultation draft and accompanying documents before the PPC meeting and said as long as it is all agreed at the PPC, JH can send that straight to the printer on October 20. JH suggested that in the very unlikely event that the PPC requests amendments, then the responsibility for organising the amendments and getting the documents to the printer will fall to the PPC in his absence.

JF has offered to receive all the documents from the printer on or before November 3. KHe said it was hoped to have the words Putley Neighbourhood Development Plan 2011-2031 Consultation Draft printed on the envelopes. If this proves too costly JH volunteered to provide labels.

TB agreed to co-ordinate envelope stuffing and distribution over the weekend of November 4/5 using a list of previous volunteers which he has.

KHe said she would ask the Parish Clerk to put up the notices.

### **9. Housekeeping issues**

JH reported that the documentation which needs to be put on the Putley website will be put up over the next few weeks, ready for November 6.

The meeting closed at 9pm

**Date and time of next meeting: Thursday November 9, 2017 7.30pm, Putley Parish Hall, Putley**