

TARRINGTON NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP

Minutes of the Meeting of the Steering Group held on Wednesday 11th November 2015 at 7.30p.m. in the Lady Emily Community Hall, Tarrington

1. Members Present

Anthony Bush, Paul Butler, Maggie Daron, Robert Hodges, Veronica Hodges, Ian Howard, Trevor Kerr, Sandra Langford, John Tallis (Chairman) Janette Ward and Edward Watkins

Also Present

Planning Consultant – Dr. David Nicholson

Backbury Ward Councillor – John Hardwick

Tarrington Residents – Victoria Avery, Martin Bennett, Jane Bishop, Beverley Brookes, Colin Brookes, Anne Bush, Rachel Corcoran, Dawn Cox, Shirley Cox, Julia Cresswell, Margaret Drury, Nick Elford, Judith Faux, Jane Fellows, Deborah Francis, Robert Francis, Paul Grey, Barrie Hamiton, Jodee, Ann Jones, Graham Jones, Keith Lisseman, John Lydiate, Martin Myers, Ruth Parry, Arthur Pierce, Janet Pierce, David Roberts, Helen Roberts, Jane Roberts, Gary Scott, Philip Stock, Shane Taylor, Mike Tector, Andrew Watts, Teresa Watts, A. Webb, Sharon Webb, Ann Wessel, Majella White and John Wilesmith

2. Apologies

Jeanette Forrester

3. Declarations of Interests

Philip Stock (landowner) declared an interest. Members of the Steering Group's interests are as follows:-

Site 1	John Tallis and Maggie Daron
Site 2	John Tallis, Maggie Daron, Robert Hodges and Veronica Hodges
Site 7	Jeanette Forrester and Anthony Bush
Site 11	Ian Howard and Edward Watkins

4. Minutes of Last Meeting

The minutes were agreed as a true and accurate record.

5. Matters Arising

There were no matters arising. Completed actions were included in the Chairman's report.

6. Statement about N.D.P.s

M. Daron spoke to all the residents who were in attendance about the meetings she and other parish councillors and members of the Steering Group had attended since the previous Steering Group Meeting. The first training session was the Herefordshire Core Strategy Seminar on 22nd October at which informative presentations were given by Sam Banks – N.D.P. team leader and Andrew Ashcroft – Assistant Director for Economic, Environmental and Cultural Services. The second meeting took place in Bartestree Village Hall on 3rd November. At this meeting those in attendance from other steering groups in Herefordshire listened to presentations about the challenges of neighbourhood planning given by the chairs of Bartestree and Lugwardine and Fownhope steering groups.

The content of both of these meetings will be referred to as the Steering Group proceeds with discussions about the Tarrington N.D.P. M.Daron reported that 93 parishes in Herefordshire are presently involved in the process, more than anywhere else in the U.K. The main advantage of adopting an N.D.P. is that policies can be put in place which will at least protect a settlement from inappropriate development including the consideration of green spaces and constraints based on land and environmental assessments. (All areas of rural housing - not just main villages - are now referred to as settlements.) It is recommended that N.D.P.s can also put in place new settlement boundaries. In the event that parish councils do not opt to carry out a N.D.P., Herefordshire Council will produce a Direct Planning Document (D.P.D.s) meaning that parish councils give up their right to carry out the function of a local planning authority.

M.Daron then reminded those present about Tarrington's and Herefordshire's Target of Numbers of Dwellings – 2011 to 2031. This information was recorded in the minutes of the Steering Group meeting held on 19th May 2015:-

- The County Target is 16,500 dwellings.
- The Rural Target is 5,300 dwellings in RA2 land.
- Tarrington's new number, given in line with the revised Core Strategy, is a minimum of 43 dwellings. However, 1 house has been completed since 2011 and there are 10 commitments so the total remaining is 32. Of these a small proportion – about 8 – could be “windfall”, leaving a minimum total of **24 dwellings**.

For the sake of those present who have not been following the progress of the N.D.P. since January 2014, M. Daron made a few points to clarify any misunderstandings about the Tarrington Steering Group. All activities have been transparent:-

- 21 meetings

- Open days, gathering information through activities (such as the ‘pins in a map’ exercise) and questionnaires
- Minutes, reports, results of questionnaires and results all published on the website, supplemented by articles in the Tarrington Tatler

All activities have been community led:-

- All members of the Steering Group are Tarrington residents.
- At the first meeting four members of the Parish Council and seven others who responded to the open invitation were in attendance.
- Anyone who was a Tarrington resident could have volunteered to be a member of the Steering Group.
- By the fourth meeting, 12 residents were established as members of the S.G. (18 residents had been given the choice.)
- When John Hodges moved out of Tarrington, he was replaced by Ian Howard.
- When Wendy Watkins resigned because of work commitments, she was replaced by Trevor Kerr.

Funding has been spent on professional support, initially by Chris Gooding and Bill Bloxsome from Data Orchard, who produced data about residents’ questionnaires. Most recently, funding has been spent on the services of an independent, professional landscape assessment provided by Carly Tinkler and the services of planning consultant, Dr. David Nicholson.

M. Daron finished by explaining that the Steering Group has to report back their activities to the Parish Council; that the work must be completed under guidance provided by Herefordshire Council and that the Council’s policies were determined through reference to national policies. Most importantly, the Tarrington N.D.P. has to be written in broad conformity with Herefordshire Council’s Core Strategy.

7. Chairman’s Report

J. Tallis reported that the website had once again been updated; that the ‘Call for Sites’ had taken place; the traffic survey meeting had taken place and the Terms of Reference will be given a second reading at the next Parish Council meeting.

J.Tallis next gave a power point presentation about the route the Steering Group needed to follow on the way to completing the N.D.P. process. (Please see additional document no.1.)

J.Tallis presented a comprehensive draft Communications Plan and Record to the meeting which all agreed gave a very thorough overview of both the background of how the Steering Group has communicated with residents and also how planned communication methods will be used in the future. (Please see additional document no.2.)

8. Financial Report

The Government grant of £6,300 needs to be spent by early February 2016. £1, 944 has so far been spent in this Financial Year (FY). Some of this paid for work done in the last FY by Data Orchard but the majority had been for David Nicholson's fees and for Carly Tinkler's landscape assessment. Following the meeting about the possibility of a traffic survey, a quote has been received showing that £3,500 needs to be spent on each phase of a two phase traffic density and impact survey. This is outside our current budget so a discussion took place suggesting alternative approaches. For example it was suggested that we could possibly use S.I.D. In a later discussion, resident John Wilesmith, who has experience of surveys and data handling, offered his advice on this matter and J. Ward and M. Daron volunteered to carry out practical "ground work" if this is desirable. J. Tallis is going to seek more quotes and further advice about traffic surveys. A. Bush suggested applying for an 'Awards for All' grant and is actioned to talk to Herefordshire Council about this matter.

A Steering Group finance meeting will take place to discuss expenditure on a traffic survey and further fees for David Nicholson to support the Site Assessment group.

9. Updated S.H.L.A.A. map

The updated S.H.L.A.A. was discussed. The map shows an assessment of land with housing potential in Tarrington Parish. Two new sites had been put forward to the Herefordshire Planning Department but both were considered to have no potential for development. Therefore the site in School Lane remains the only site to appear on the map as having "medium suitability" for development. (Please see additional document no. 3)

10. Result for Call for Sites

R. Hodges received five responses as a result of the call for sites. These are from landowner Mark Tucker who owns Hazel's Orchard at the top of Church Lane; landowner J.M. Samwells who owns Little Tarrington Farm; property agents Sheldon Bosley who are the land agents for the Alders End Farm Trust; Ken Wilce, who has a car repair business in Durlow Common and Colin Hicks and Debbie Beddoes who have land in Durlow Common. None of the responses submitted proposals for sites or the number of dwellings they would be interested in providing. M. Daron will write to all of the land owners and send them site submission forms as contained in Herefordshire Neighbourhood Planning Guidance 21 to establish what they have to offer. When this information is received, the Site Assessment Group will meet with D. Nicholson to complete the assessments on each site, this action being subject to acceptance of D. Nicholson's proposal for extra work.

11. Future Work – Site Options and Little Tarrington Settlement Boundary

Consultant, David Nicholson, emphasised the importance of studying all the 15 site assessments and bringing the number of possible sites down to no more than five sites. He also advised the group to select the sites before considering any changes to settlement boundaries. D. Nicholson will meet with the Site Assessment Group to

support this action, this action being subject to acceptance of D. Nicholson’s proposal for extra work.

J. Ward spoke about the importance of using Carly Tinkler’s landscape report as evidence for assessing sites. She considers the report to be visionary, agreeable and sympathetic.

12. Further Consultation

J. Tallis outlined plans to prepare a short questionnaire following the conclusions reached by the Site Assessment Group which might include two or three options for residents to consider. D. Nicholson will be asked to produce a briefing paper on all selected sites to accompany a short questionnaire to establish which sites residents prefer. D. Nicholson recommended that the questionnaire and accompanying notes should be no more than two sides of A4. This action again is subject to acceptance of D. Nicholson’s proposal for extra work. E. Watkins suggested that an open meeting should be held to clearly communicate the options available in the proposed questionnaire. J. Tallis agreed that an open meeting would be a helpful way of communicating with residents about the contents of the questionnaire and that the S.G. would discuss this matter further at the next meeting. J. Tallis also talked about practical issues, such as printing, distribution and analysis of the questionnaire’s findings.

13. Residents’ Comments

Residents raised several concerns about having a development in the core of the village including worries about listed buildings; safety and noise issues around traffic and road access and any changes to the character of the village. One resident questioned the value of carrying out a traffic survey if the results were not going to be a “game changer”. Members of the Steering Group responded by saying that they too were residents and would strive towards finding solutions which took account of residents’ concerns. A request was made for a map marking the sites to be put on the website. R. Hodges agreed to do this. M. Daron agreed to send everyone on the emailing list a copy of the S.H.L.A.A. map when she sends out the final copy of the minutes.

14. Actions to be Completed Before the Next Meeting

ACTION	PERSON/PEOPLE RESPONSIBLE
Obtain further quotes and information about traffic surveys.	John Tallis
Organise a Steering Group Finance meeting.*	Maggie Daron
Write to landowners following the Call for Sites.	Maggie Daron

Organise a Site Assessment Group meeting.*	Ian Howard
Put a site map on the Tarrington website.	Robert Hodges

Finance Meeting – 25th November 2015

Site Assessment Meeting – 3rd December 2015

15. Date for Next Meeting

A date for the next open meeting of the Steering Group will be selected and advertised following the Finance and Site Assessment meetings.