

**Notes of Online NDP Steering Group meetings held at 7:30 pm on
Tues 1st & Wed 9th March 2022**

Tuesday 1st March 2022

Present: - Andrew De La Haye, Chris Barron, Joanne Akers, Ruth Dolman

In attendance: - William Bloxsome and 1 member of the public

A decision was made to wait a while for Peter Dunn in case he was delayed. The meeting started at 7:42pm without Peter

1. **Apologies:** Apologies for absence received from Janine Liddle
2. **Declarations:** Declarations of interest were noted from Andrew De La Haye regarding discussions about Howle Hill, and Ruth Dolman regarding discussions about Bishopswood.
3. **Minutes:** The notes of the previous meeting held on 22 November 2021 were approved.
4. **Public Participation Session:** A brief discussion on whether to hold one public participation session either now, or at the end, or two had begun.

At this point in the meeting it became clear that both members of the public and Peter Dunn were having difficulties gaining entry to the meeting. 2 more members of the public and Peter Dunn did eventually gain entry, however Peter's video and microphone were not working so although he could hear what was being said he was not able to take part. Therefore a decision was made to abandon the meeting and reschedule for 7:30pm on Wed 9 March 2022.

In the meantime Bill Bloxsome asked that everyone send any grammatical or spelling errors to him by email and Ruth Dolman asked that the Memorandum of Understanding now in place with RTC be included in the Submission Draft Walford NDP and offered to send a NDP guidance note on the Dark Night Sky from another county to Bill Bloxsome for consideration. **Andrew noticed that Peter had left so the meeting was closed.**

Wednesday 9 March 2022

Present: - Andrew De La Haye, Chris Barron, Joanne Akers, Ruth Dolman, Peter Dunn

In attendance: - William Bloxsome and 9 members of the public.

1. **Apologies:** Apologies for absence received from Janine Liddle
2. **Declarations:** Declarations of interest were noted from Andrew De La Haye regarding discussions about Howle Hill, from Ruth Dolman regarding discussions about Bishopswood, and from Peter Dunn regarding discussions about Coughton.
3. **Minutes:** Notes of the meeting held on 22 November 2021 had been approved on 1 March 2022

4. **Public Participation Session:** Andrew De La Haye proposed item 4 be moved to the end of the meeting. All agreed.
5. **Receive and review a report from consultant on the Regulation 14 consultation feedback.** There were 4 documents received from the consultant, namely: -

Comments on and Corrections to the Environmental Statement and Appropriate Assessment

Bill Bloxsome explained that this document was a result of Representations made concerning inaccuracies in the Strategic Environmental Assessment (Environmental) Report and Appropriate Assessment report produced by Hereford Council. In keeping with the responses suggested in the "Schedule of Responses" it was agreed that these would be brought to the attention of Hereford Council in this schedule.

Schedule of Representations

Ruth Dolman asked if the Parish Councils responses are sent individually to the members of the community and Statutory Consultees? Bill Bloxsome explained that this was not normally the case, the Schedule of Responses will be included in the Consultation Statement as part of the formal submission to Hereford Council who will publish it as part of the 6 week consultation, however WPC could choose to arrange individual responses to be sent to those making representations, and or place the schedule on the PC website for people to see should they so wish.

Andrew De La Haye raised the issue of identification of members of the community in this document. The format used is currently given reference numbers (e.g. C.1, etc.). Bill Bloxsome suggested alternatives could be to use either initials or surnames with a Christian name initial. It was agreed that the format used was in keeping with GDPR and so would remain in place.

Joanne Akers requested that the "working draft" be faded to enable easier reading. Bill Bloxsome advised that he will remove this and add "Walford Parish Draft" at the bottom. Chris Barron requested that page numbers be added.

Action: - Bill Bloxsome

Schedule of Alterations

This document lists 39 alterations to the submission draft, members of the Steering Group were asked if they had noted any errors or omissions, or if there were any areas where more explanation might be needed or improved. None were noted.

Chris Barron requested that page numbers be added.

Action: - Bill Bloxsom

NDP Submission Draft Plan

This document is the sum total of the NDP Reg 14 Draft Plan with the 39 alterations made for presentation to WPC.

6. **Prepare items for presentation to next WPC meeting.**

Joanne explained that the presentation would not be at the next WPC meeting, rather WPC will arrange an Extraordinary Meeting dedicated to the NDP. The venue for this should be Bishopswood Village Hall if available. There will be an agenda item at the next WPC meeting to decide the date for the EM.

Action: - Joanne Akers

Joanne Akers asked that the Representations relating to the inaccuracies in the Strategic Environmental Assessment (Environmental) Report and Appropriate Assessment report be greyed out so that Councillors could identify the important representations relating to the Schedule of Alterations and NDP Submission Draft.

Action: - Bill Bloxsome

Bill Bloxsome will attend the meeting remotely so equipment to facilitate this needs to be arranged.

Action: - Chris Barron

It would be helpful if 2 projectors can be used at the EM to facilitate viewing of documents side by side if necessary.

Action: - Chris Barron

Chris Barron asked how Councillors might like to receive the documents. It was agreed that 4 copies of the "Schedule of Representation" and "Schedule of Alterations" would be printed for councillors to take should they have difficulties either with internet signal or printing. Chris Barron and Joanne Akers offered to assist in this.

Action: - Chris Barron / Joanne Akers

7. Review preparation of all Regulation (14/15/16) documents.

Bill Bloxsome will begin work on the Consultation Statement and Basic condition Statement and send templates round, however completion of these documents are reliant on the decisions taken by WPC.

8. To review the process for Regulation 15/16.

WPC to make decisions at the EM, Bill Bloxsome to produce the Consultation and Basic Conditions Statements, WPC to submit the plan to Hereford Council who will then produce maps and set the 6 week consultation period.

Bill suggested that WPC might wish to put the documents onto their websites too, this was agreed.

9. Project Plan update.

Bill gave a verbal schedule estimate which Chris advised puts the plan adrift by 1 month but these estimates are reliant on Hereford Council proceeding in a timely manner. A suggested timescale for the referendum was May 2023.

10. Year end financial accounts and grant process

It isn't yet clear whether Locality will be given any funds by the DLUHC to continue to support NPDs

Total expenditure this year is estimated at £935 however the costs of the consultant and printing costs have yet to be confirmed.

Action: - Joanne Akers to chase Cronos for invoice

Action: - Chris Barron to liaise with Consultant

The forecast spend for 2022-2023 is £3,100 however there is allowance in this for another questionnaire. If this cost is stripped out then potentially this would be reduced to £1,500 - £2,000

Discussion took place on whether to spend £199 on a Zoom licence due to the difficulties experienced the week before. It was decided to continue with Teams as the difficulties experienced hadn't occurred at this meeting and could have been caused by an update which seems to have been resolved.

10.a) (Moved from item 4) Public Participation Session.

Patricia Walker asked when the public would be made aware of the decision facing the Parish Council. Joanne Akers explained that the decisions to be made would be detailed on the agenda which will be published on the WPC website 3 clear days prior to the EM.

Bridget Vine asked if a single sheet could be produced to explain to councillor's what to look at and how to navigate the documents. Ruth agreed to put together an introduction to help councillors and run this by Bridget to make sure she feels it is suitable.

Action: - Ruth Dolman

11. Items for next meeting agenda

Review updates and templates from Bill Bloxsome

Review the Introduction from Ruth Dolman

Review preparations for the WPC Extraordinary Meeting

12. Date of next meeting: Thursday 17 March 2022 7:30pm online