

Brilley Parish Council

Notes of the Neighbourhood Development Plan Steering Group Meeting on
Friday 3 October 2014 at 19.30 in Brilley Village Hall

Present: Roger Bayliss, Sherrill Cruz, Peter Davies, Chris Rice, Gareth Pugh, Joseph Kendrick and David Woolley.

In attendance: Parish Clerk Alison Sutton, 1 member of the public.

1. **Apologies and welcome to new members** – Apologies from Keith White.
2. **Next steps** – The Clerk updated the SG that the top-up grant of £3,600 has been agreed, which allows Kirkwells to prepare the draft plan, finalise it after consultation and prepare the documents for submission. Clerk will instruct Kirkwells to prepare the draft plan as soon as possible.
 - a) The Clerk confirmed that the Core Strategy has been sent for Independent Examination and should be examined early January and adopted in the spring, though no definite date. If the Brilley NDP is ready for submission to Herefordshire Council about mid-February, then it should be known by then if we've got to amend anything to conform to the Core Strategy.
 - b) The Clerk gave an explanation of the consultation process that is needed and on feedback on phone calls with Claire from Kirkwells and Gemma Webster from Herefordshire Council.
 - c) An informal consultation is needed on options that can then inform the final draft.

The options that were provisionally agreed are:

 1. How many houses in a cluster? Options – 1-2 or up to 4
 2. Where do parishioners want development? Options – within the main settlement area or within the parish
 3. Types of properties. Options – no preference or one storey or 2 storey
 4. Number of new houses by 2031. Options – HC indicative 4 or not more than 8
 - d) The Clerk explained that Claire and Gemma recommended that this consultation be done by producing a 2-3 page leaflet with an explanation of the options and a tear-off page for responses and that this should be delivered to every house in the parish and then collected by the Group, if people from that household did not attend the planned consultation event.
 - e) It was agreed to hold the open event on this informal consultation on Monday 3 November 14.00-20.00. Once the draft plan has been considered, the graphics and format for the display for the event will be finalised at the meeting on 30 October.
 - f) Once the options have been consulted on, the results will be incorporated into the Final Draft Plan and this document will be signed off at the Parish Council meeting on Tuesday 11 November.
 - g) There then needs to be a second flyer delivered to every household for the formal 6-week consultation. The response form for this will be put together by Kirkwells as it has to be in a certain format for submission. The 6-week formal consultation will start on Saturday 29 November with an event 14.00-18.00.
 - h) For formal consultation, an interactive webpage or website is needed, legal requirement. Agreed that the Clerk will contact Roger Withnell as soon as possible and request help in getting a high profile link to a new webpage for the NDP.
3. **Open forum** – Update from Public Rights of Way meeting – Dark Lane is an unclassified road so it cannot be protected as green space. Vince Playdon suggested the SG ask the Parish Council if the Lengthsman can be asked to report on the state of the road and possible actions. Footpaths were also discussed – long distance involved and not practical for Parish Council to take on P3 scheme again, due to new commitments required. Vince suggested that if anyone who does walk the footpaths can let the Clerk know of problems, he is willing to see if Peter Newman's community service workers can do some footpath maintenance. Clerk will contact Brilley walking group leader about this.
4. **Date of next meeting** – Tuesday 14 October at 7.30 pm in the Village Hall.