

TARRINGTON NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP

**Minutes of the Meeting of the Steering Group
held on Tuesday 12th January 2016 at 7.30p.m.
in the Lady Emily Community Hall, Tarrington**

1. Members Present

Anthony Bush, Paul Butler, Maggie Daron, Jeanette Forrester, Robert Hodges, Veronica Hodges, Ian Howard, Trevor Kerr, Sandra Langford, 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, Tony Bradstock, Simon Bramhall, Julia Cresswell, H. Davies, Perry Davies, Kirshe Ellis, Jane Fellows, Rupert Foley, A.G. Forrester, Deborah Francis, Paul Grey, Colin Higgins, Maureen Higgins, Alison Howard, Ian Hunt, Ann Jones, Graham Jones, Elaine Kerr, Emma Maxted, Rob Nayler, Arthur Pierce, Janet Pierce, Stuart Pinfield, Richard Price, Russell Pryce, David Roberts, Helen Roberts, Jane Roberts, Judi Ryan, Samantha Smith, Steve Smith, Brian Snell, Jean Snell, Philip Stock, M. Strutt, Shane Taylor, A. Webb, Sharon Webb, Ann Wessel, John Wilesmith and Richard Wintour

Before the start of the meeting Robert Hodges (chairman of the Parish Council) announced that John Tallis had resigned from his position of Chair of the Steering Group. R. Hodges thanked J. Tallis for the considerable amount of work which J. Tallis had undertaken on behalf of the community in Tarrington. This was reciprocated by all members of the Steering Group and J. Tallis (who did not attend the meeting but who had kindly organised the new sound system before the meeting started) received a round of applause.

In the absence of a chair for the Steering Group, R. Hodges chaired the beginning of the meeting.

2. Apologies

There were no apologies.

Before a new chair was elected and the rest of the meeting commenced, all present listened to a talk presented by planning consultant Dr. David Nicholson.

3. Housing Site Assessment Report – Dr. David Nicholson

Dr. David Nicholson’s report is posted on the Tarrington website and should be read in conjunction with these minutes.

D. Nicholson began by telling everyone that he has lived and worked in Herefordshire for many years and has assisted with several N.D.P.s. He explained that he had met with the site assessment sub-group to review the assessment of the 16 sites identified by them and used Herefordshire Core Strategy guidance to support his judgements. He said that it is the responsibility of the Steering Group to ensure that all of their work is carried out within the context of and in general conformity to the Core Strategy. The 16 sites were clearly displayed on a large screen for everyone in the hall to see.

D. Nicholson explained that there are two housing settlements to be taken into consideration – Tarrington and Little Tarrington and the challenge for the group was to identify a site or sites for approximately 22 dwellings as it had already been decided that 10 was a reasonable level for small “windfall” developments of five or less dwellings. He said that, after a public Call for Sites, the site assessment group reduced the list to a short list of four potential main sites – site 3, site 6, site 8 and site 16. D. Nicholson summarised his assessment as such: -

Site 3, at Alder’s End Lane, was rejected because it is separate from the main village and not adjacent to the main built up area. Site 6, on School Lane is adjacent to the main built up area and has potential for limited development to the north and north east of the site. There is a question regarding the site’s capacity for both environmental and historical reasons. A landscape and heritage report refers to the nearby heritage assets and makes reference to Brook House and the adjacent 17th century barn and stables which are grade two listed buildings. Properties would also need to be set back from the properties in Church View at the west side of the brook and away from the natural ridge line. The design for the site would have to be sensitive to all these requirements. In conclusion the site could have potential for 20 dwellings but this would be a maximum and not a target. The group has received plenty of information about Site 8, Stock’s field. The site is in open countryside; it doesn’t meet the location requirements and a housing development could have an adverse impact on the landscape and character of the location. Site 16 at Little Tarrington Farm has a traditional orchard to the south of the site. It does have some, though very limited, potential for allocation – not as a main site – but there is a possibility of the site supporting a very small number of properties which would help the group to justify the windfall allocation. It was also suggested that Little Tarrington could benefit from a settlement boundary.

4. Residents’ Questions

There were a lot of questions from the floor to which D. Nicholson gave clear answers, referring back to his report. Questions asked included:

- ‘Is it mandatory for a site to be adjacent to the existing settlement?’
- ‘Could the capacity for Site 6 be less than 20?’
- ‘Can you redefine a settlement boundary to meet a housing need?’

‘To what extent should we consider the results of earlier consultations?’

Concerns about traffic and infrastructure were expressed as were concerns about flood risk and water surface run off. Other residents said that more consideration should be given to heritage sites, specifically the listed gate at the Vine. In reference to this concern, attention was drawn to the significance of both the Heritage Report and Carly Tinkler’s landscape report.

(N.B. Although not referred to in tonight’s presentation, in his Housing Site Assessment, D. Nicholson’s does describe the grade two listed doorway, stables and cider house at the Vine and states that both Brook House and The Vine are identified as of local significance in the Impacts Report.)

It was requested by one resident that, if possible, housing should be split between two sites – site 6 and site 8.

Russell Pryce (planning manager at Collins Design and Build Ltd.) said that there was evidence that Little Tarrington used to be a larger settlement and should be redefined and he said that there should be more consultation on this matter. He also made reference to the possibility of two sites. R. Pryce and P. Stock spoke about the need for a settlement boundary in Little Tarrington. Concerns were expressed about the possibility of the field next to P. Stock’s field being developed, should planning permission be given to the field near Garbrook. P. Stock said that it was not currently available.

These issues will be revisited in future open Steering Group meetings.

In contrast to the concerns about Site 6, some residents spoke in favour of new housing in the core of the village saying that the community should want to encourage newcomers to the village. Individuals and families who were living near the Lady Emily Hall Community Centre would want to participate in the clubs and societies especially the children’s activities such as the Play Group and the Brownies.

The point was made that if Site 6 (which is the only site in the S.H.L.A.A. that is identified by Herefordshire Council for a housing development, albeit with constraints) is rejected at the Referendum stage by the village, the N.D.P. would fail. Herefordshire Council would then most likely take over the process and carry out a Development Planning Plan (D.P.D.) which would be unlikely to take into account local requirements.

D. Nicholson said that the most important thing was to reach a consensus about the main site and not to focus so much at this stage on achieving the numerical housing requirement.

5. Election of new Chairperson

Maggie Daron was elected as the new Chair. There were no other nominations and she then chaired the rest of the meeting.

6. Declarations of Interests

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

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

7. Minutes of Last Meeting

The minutes were agreed as a true and accurate record.

8. Matters Arising

There were no matters arising.

9. Chairman's Short Report

M. Daron said that would serve both the Steering Group and the community to the best of her ability. She said that, in her professional capacity, she had a lot of experience of working in teams; previous experience of chairing meetings; a qualification in leadership and management and also that she was a good listener. As Robert Hodges had said at the beginning of the meeting, M. Daron also wanted everyone present to acknowledge the significant amount of work and the contribution made by John Tallis.

M. Daron then reported that all of the actions from the previous minutes had been achieved. Further quotes had been obtained re. a traffic survey; a finance meeting had taken place; letters had been sent to landowners following the call for sites and a site assessment meeting had also taken place.

10. Finance Report

A finance meeting of the Steering Group took place on 25th November 2015. This was an open meeting which was attended by all members of the Steering Group and several residents. The two items on the agenda were to consider Dr. David Nicholson's proposal for additional consultancy support and the possibility of carrying out a traffic survey.

The two additional activities for which D. Nicholson had quoted were the preparation of a housing assessment report and the preparation of a consultation questionnaire. The fee for four days' work was £2,000. This spending was agreed by the members of the Steering Group.

The outcome of the discussion about the traffic survey was that no traffic survey would be carried out for two reasons. The first was that the quote of £7,000 (£3,500 to be spent on each of the two phases of a survey) was too expensive. The second was that the results of such a survey would be inconclusive. Resident John Wilesmith said that such a survey

would only show the impact of traffic at one point in time and would quickly become irrelevant. However, the impact on the village of possible additional traffic on School Road remains a concern.

An additional concern expressed by John Tallis at this meeting was the deadline for spending the Grant from the Locality.

N.D.P. Expenditure from September to December (the period following receiving the grant for £6,300 in July last year) is – so far - as follows:-

C. Tinkler Landscape Report	£500
Hall Hire	£75
D. Nicholson Consultancy	£3,075
<u>Total</u>	<u>£3,650</u>
<u>Grant remaining</u>	<u>£2,650</u>

Future expenses will include the cost of printing a questionnaire to be circulated to all residents in the Parish and the cost of preparing the draft plan. D. Nicholson has quoted that the cost of preparing the plan (5 days work) will be £2,500.

Following the Finance Meeting, Anthony Bush contacted the funder and ascertained the exact process we need to go through in order to ensure we have access to the full grant of £8,000. The offer letter was dated 28th July 2015 and the funder offered £6,300 to be spent in six months. The deadline for using the grant is therefore 31st January 2016. We can apply for the difference between £6,300 and £8,000 (£1,700) at a later date. The end of grant report needs to be written by the end of this month. In the event that some of the grant remains unspent, this needs to be returned to the funder. **All is not lost though as this returned money is added to the remaining grant of £1,700.** We can then apply in February 2016 for a further grant of up to what is the remaining of the £8,000 for the period April to October 2016.

If the remaining grant of £1,700 is added to the £2,650 (which is the amount that it looks as though we will be returning) we will have a total of £4,350 which will be more than sufficient to pay for the remaining activities which we will need to undertake to complete the N.D.P. process.

11. Appointment of new Finance Officer

No-one on the Steering Group put themselves forward to carry out this role. A. Bush suggested that Janet Chester, clerk to the Parish Council, could be approached as she was already responsible for dealing with Steering Group invoices and accounts. As her role of clerk is a professional position, she will be paid to carry out the duties associated with this job which include preparing financial reports for Steering Group meetings and grant applications. M. Daron agreed to contact J. Chester about this.

12. Actions to be Completed Before the Next Meeting

All members of the Steering Group began to talk about the various issues which had been discussed earlier in the meeting. J. Forrester suggested inviting more residents to join the team. It was agreed that 14 would be a suitable number and that the only fair way to do this would be on a 'first come, first serve' basis. M. Daron asked all the residents who were in attendance if there was anyone willing to volunteer to take part in the Steering Group. There were no immediate 'takers' so M. Daron requested that residents should give this matter some thought and email her if they were interested.

The group acknowledges that we need further consultation with residents but there is work to be done before this happens. One thing upon which all members of the Steering Group had a consensus was that our immediate priority was to focus on Site 6. We do not want the N.D.P. to fail at the submission stage (Reg.16).

It had been a very long meeting (over three hours) so there was no time to prioritise the next actions which the group should take. It was decided that the group should meet again the following Tuesday in the committee room. The purpose of this meeting was merely to complete unfinished business – not to address a fresh agenda.

Tarrington Neighbourhood Development Plan Steering Group

Minutes of Meeting on Tuesday 19th January 2016

Present: Maggie Daron, Janette Ward, Jeanette Forrester, Anthony Bush, Edward Watkins, Sandra Langford, Robert Hodges, Veronica Hodges, Paul Butler, Jan Pierce, Ian Howard, Henry Webb, Trevor Kerr, John Wilesmith

Apologies from John Hardwick, Backbury Ward Councillor

Chairman's report: Maggie welcomed three new members to the Steering Group - Jan Pierce, Henry Webb and John Wilesmith.

Finance Officer: Janet, Clerk to the Parish Council, has agreed to be Finance Officer.

Secretary: Janette will take over Maggie's role as secretary.

Main Aims: There was a discussion about the aims of the Steering Group and all members contributed to this. There was a consensus that in order to achieve a Neighbourhood Development Plan for Tarrington, the Steering Group would focus on a plan for housing development on Site 6, Mr Foley's site in School Lane.

Action Plan:

- Anthony will write a brief with questions on Site 6: area for development, access, sustainable drainage, etc. He will circulate the draft for approval. He will then contact Carly Tinker to obtain a quote with a view to the Steering Group commissioning her to carry out research as recommended in her first report and to advise the group on a suitable development which will enhance the village. The Steering Group will be informed of the quote and if a site meeting is needed members will attend. The aim is to complete this work in February and report back at the next meeting of the Steering Group.
- A meeting will be arranged with Mr. Foley, once the plan has been agreed by the Steering Group.
- Maggie will invite Sam Banks, Herefordshire Council NDP Adviser, to the next meeting.
- The aim is to prepare the NDP for submission to Herefordshire Council by 1st July 2016.
- Janette will write a short article for The Tatler by 22nd January to keep parishioners informed of progress.
- Maggie will begin to write a time line leading up to the N.D.P. being ready for Reg. 16 by 1st July. This will be discussed with all members of the Steering Group at the next meeting.

Date of next meeting: To be advised: see website www.tarrington.org.uk; notice boards and email.

