

**Minutes Sutton St. Nicholas Neighbourhood Development Plan Project Group.  
18<sup>th</sup> May 2021**

**Present**

Cllr Richard Andrews  
Rebecca Blackman  
Cllr Ron Gow  
Stan Gyford  
Anna Kotas  
Cllr Ian Nicholas  
Seng Yeo

**In attendance**

Dr David Nicholson  
Tony Ford (Parish Clerk)

**1. Apologies**

Apologies was received from Keith Lawton.

**2. Election of Chairman**

Stan Gyford informed the Group that Keith Lawton was willing to stand as Chairman of the project group. The group duly appointed Keth Lawton. In his absence Stan Gyford took the Chair for the duration of the meeting.

**3. Election of Vice Chairman**

Cllr Ron Gow was elected vice-Chairman

**4. Timetable**

Dr. Nicholson gave an overview of the proposed timetable

**Stage A Housing site assessment**

- launching the Call for Sites – its usual to run this over a month – say June or July.
- The Housing Site Assessment I would then undertake in August/September. I recommend a short informal public consultation (eg a drop-in event or leaflet drop) on the recommendations to seek feedback/reactions to any site options.

**Stage B preparing the revised NDP**

- Once we have decided which site/s to include I can proceed to prepare the revised NDP. Allow one month; I would be aiming to have a first draft by end November.
- Once we have a draft agreed by the Steering Group, Herefordshire Council will need to carry out the environmental assessments (say six weeks).
- The regulation 14 consultation on the NDP could then be undertaken early in the New Year (minimum six weeks).

### Stage C submission

- I like to allow a couple of months for this, plus HC need to do another round of assessment, so this stage is likely to be around three months.

## 5. Actions

Actions	Owner	Action Status
List of Landowners to Richard Andrews	Tony Ford	Complete
Complete Grant Application	Tony Ford	Complete
Send Dr. Nicholson's submission to group	Tony Ford	Complete
Complete A Gantt Chart	Tony Ford	Work In progress

## 6. Next Meeting

To be confirmed