

**Minutes of the Sutton St. Nicholas – Neighbourhood Development Plan Project Group
Meeting held at Sutton St. Nicholas Village Hall on 25th July 2022.**

Present

Keith Lawton
Cllr Richard Andrews
Cllr Ron Gow
Stan Gyford
Cllr Ian Nicholas

In Attendance
Dr David Nicholson

Tony Ford (Parish Clerk)

1. Apologies

Apologies from Rebecca Blackman, and Seng Yeo

2. Minutes of meeting held on 14th March 2022

These were confirmed as a true record of the meeting.

3. Update on Actions

The Clerk informed the group that consultation papers had been produced and had been uploaded on to the Parish Council Website, in addition the consultation period had ended.

4. Response Log

The group considered the response log,(Appendix 1 refers) the recommended response, and the recommended amendment to the draft NDP plan. regarding the request for allotments the Clerk informed the group that the Parish Council had to consider the provision of allotments if there was a demand for them from local residents and it was reasonable to do so, and that this would be an agenda item at the next Parish Council meeting, it was agreed that the comments of the Clerk would be entered and no change would be made to the draft plan.

The updated response log was approved, and it was agreed that updated log be recommended to the Parish Council.

The Clerk informed the group that a Parishioner had requested that the Parish Council replied to the consultee direct, Dr David Nicholson advised that the procedure was for all comments to be entered into the Response Log,(which formed part of the Consultation Statement) with any response and any required change to the draft plan, however the Parish Council could sent a letter of thanks to all parishioners.

Action Dr David Nicholson draft a letter to be sent to all parishioners who had commented.

Action The Parish Council would consider and approve the letter.

Action The Chairman of the Parish Council would send the letter to the parishioners

5. Further Actions

Dr David Nicholson informed the group that the draft NDP would be updated with any recommended changes.

The updated NDP and associated documents would be sent to the Clerk, these would need to be approved by the Parish Council and then be sent to Herefordshire Council.

Dr David Nicholson also informed the group that if all went well, the plan would be made in March 2023.

6. Any Other Business

Keith Lawton thanked Dr David Nicholson and members of the group.