

Orleton and Richards Castle Neighbourhood Plan Steering Group

Agenda for initial meeting, Orleton Village Hall 7.30 5 April 2015

Confirmation of membership and contact details
(current list to be tabled at the meeting)
to note the withdrawal of Eddie Clanzy-Hodge from the group.

Apologies for absence
Richard Hewitt

Matters for report

Report on Neighbourhood Planning briefing in Hereford, 9 April 2014
(see also email and attachments from James Latham)

Matters for planning ahead

Strategy planning

1. Project plan, highlighting potential consultation events and timetabling;
2. Budget plan – taking into account the consultation events, whether any consultants are required and to organise getting quotes (therefore need to identify exactly what work you will require them to do for an accurate quote), any printing costs and photocopying and also any costs for steering group meetings; (ensure to identify those items up to end of December 2014 that can go towards the funding application)
see email from dataorchard
3. Identify who will undertake the funding form application – as this will be key to get in as soon as possible.
4. Communications and consultation strategy

(see also, if time permits, Forward and agenda planning below)

Matters for action

Housekeeping

Allocation of tasks/ roles among Steering Group members

Dates, frequency and location of meetings.

- in the next two months, to be publicised in May Grapevine, if possible)
- Following meetings: initially, meetings may need to be more regular than may be the case later on.

Forward and agenda planning. Items to be included in future meetings:

1. What the Core Strategy pre-submission policies are saying to identify the policy gaps that you feel is needed in the NDP (neighbourhood Development Plan)
2. What planning and Land use issues there are within both Orleton and Richards Castle;
3. What information is already held,
 1. i.e Richards Castle have recently completed their Parish plan, what information does this hold for their area,
 2. any housing needs surveys?;
 3. any other local documents that may be relevant?;
4. Drafting a vision for the Neighbourhood area(s)
5. Website content and management
6. Publicity and dissemination of information about neighbourhood planning and any details such as potential forthcoming consultation events;
7. Whether to undertake a questionnaire, planning and preparing one (this often takes a lot longer than anticipated),
8. Identify the demographics of the area, and also identify any hard to reach groups that you may need to undertake various consultation exercises for;
9. Are we going to undertake site allocations? If so site assessments of the land around the two villages will need to be undertaken (Gemma can help explain this in further detail when the time comes)