

Orleton and Richards Castle: Neighbourhood Development Plan Steering Group

Notes from a meeting held at Richards Castle Village Hall 7:30pm Monday 28 April 2014

4/14b:1: Attendance: David English (DE), Richard Hewitt, (Treasurer, RH), Barbara Mark (BM), Elizabeth Moran (EM), Donald Pickard (Secretary, minuting, DP), Mike Saunders (MS), David Small (Chair, DS), Jim Watt (JW) In attendance: Pauline Betteridge, as an observer. A current membership list, with contact details, was tabled.

Apologies for absence had been received from John Alderman and Bob Flemons. It was noted that Barry Unsworth wished to be seen as an observer of the group. not normally attending meetings.

4/14b:2: There were no declarations of interest to be recorded.

4/14b:3: The notes of the meeting held on Tuesday 15 April 2014 (4/14ba) were received as a satisfactory record of that meeting

4/14b:4: Matters arising from the notes:
4/14a, 2: JA has set up a 'Cloud' folder on Google Drive to hold documentation for the group, and will keep it up to date.
4/14a, 3a): DE tabled a map of Richards Castle, which he will circulate by email to the members of the group.

4/14b:5: No formal correspondence had been received.

4/14b:6: DS asked that the meeting clarify matters relating to the status, processes and end of the Steering Group

A: Overall Objective: DS proposed from the chair that this should be understood as:

To prepare a Neighbourhood Development Plan as a formal planning document, to be duly examined and recommended by referenda in the two parishes in order to be received and adopted by the Parish Councils, in the context of the Herefordshire Structure Plan.

B: Remit (particularly with respect to the Parish Councils).

The chair asked for clarity about the administration of the grant to be received. RH explained that the process is that a detailed budget is to be submitted from the parish councils for approval by DCLG: when it is approved, 90% will be paid into a designated account from which payments are to be made according to the approved budget. He recommended that the account be held under the auspices of Orleton Parish Council. The chairs of both councils (BM and DE) agreed that there was no necessity for either council to be involved in the authorisation of payments from the Neighbourhood Plan account since all such payments would have to relate strictly to the approved budget. Authorisation for payment is therefore be made by the Steering Group, acting through the officers where required.

It was noted that Orleton PC had designated £2000 for the Neighbourhood Plan process. Representatives of Richards Castle confirmed their willingness to ensure funding also.

C: Composition and recruitment

The largely non-representative and self-selecting nature of the existing group was noted and it was acknowledged that further members (as participating members and/or as assistants in parts of the process) would be required.(see 7/c1 below: creation of a website)

4/14b:7 and 4/14b:8 Supplementary documents were tabled: Key Milestones in the process (7) with designation of personnel resources to be responsible: 'Who will do what?' (8).*[The discussion of these two parts of the process could not be kept separate, so the notes have been synthesised to highlight the decisions taken en passant]*

KEY MILESTONES ... Who will do what?

a) Budget formulation and Grant Application It was agreed that RH, DS and JA would work together to produce the Budget submission for the Steering Group meeting on **May 12**. Questions from RH elicited the following decisions:

that the Steering Group would be expecting to meet every two weeks in the initial stages (i.e. at least until the production of a draft for the questionnaire) and that the meetings would be held alternately in Orleton (£20.00) and Richards Castle (£8.00+)

that the preferred option for processing, analysing and reporting on the questionnaire would be to use Data Orchard, whose preliminary quotation for the work [approximately £3800] should now be checked out by the working group

b) Preparation of a “Sales Pitch” to engage village residents. JW and EM in communication with others had prepared a draft of this 'Sales Pitch'. JW had a copy, which had not been seen by the whole group and this led to extended discussion about the scope of a Neighbourhood Development Plan. From this discussion it was agreed:

(i) That DS would consult with Gemma Webster to clarify the scope of the plan:

(ii) JW and MS would meet together to agree a joint 'sales pitch' document to be used as (the basis of) a leaflet to be distributed through the villages at the end of May.

c) Communications Plan.

1- Creation of a website: It was agreed that an accessible website would be critical in informing the public of progress towards the agreement of the Neighbourhood Development Plan. MS undertook to contact a resident of Richards Castle, Tony Sharod to enquire if he would be willing to set up a website for the Neighbourhood Development Plan Steering Group and to submit an estimate, both of costs and time required, to carry out the work.

Once the website has been set up the Steering Group will need to identify (or recruit) a member to keep the site up-to date and moderate contributions if required.

Further discussion highlighted the need for the group to engage in the contemporary internet communications methods (e.g. Twitter, Facebook) which might be more accessible to residents Under 25. It was agreed that it would be helpful to co-opt someone (within that age-bracket if possible) as at least a corresponding member or consultant for the Steering Group.

2. Leaflet drop: It is proposed that a leaflet be distributed to every household in the parishes at the end of May. The leaflet is to have three main purposes:

a) to introduce and explain the work of the Steering Group

b) to publicise public drop-in sessions to be held in both population centres which would be intended to elicit information and suggestions from as wide a number of residents as possible, so

c) to encourage residents to take part in the drop-in sessions.

JW and MS agreed to prepare a draft leaflet: The timing for the agreement of the leaflet format should also be **May 12**.

Preliminary publicity about the Neighbourhood Development Plan means there are available names of people who have indicated willingness to assist in distribution.

d) Information Gathering (businesses, landowners, organisations). The information in the Orleton Village Community Guide will provide a starting point in identifying business and organisations to be contacted.

e) Drop-in Sessions are to be set up for June. The set of tasks required will include:

Arranging – how many, when and where

Preparation (maps, information)

Staffing (who and how trained)

Collation and analysis of results and Conclusions

and working on the detail for this setting up will be a major items in the next meeting, following the reception of reports from **4/14b:7** and **4/14b:8 a), b(i), b(ii), C1 and C2** above.

f) The Questionnaire. In order that Data Orchard will be able to carry out work on the final form of the questionnaire and subsequent analysis, the steering group will have work to do in June to lay the necessary groundwork.

4/14b: The next meeting was confirmed for Monday May 12: 2.00 - 4.00 in Orleton Village Hall.

Tentative dates for following meetings were set as: June 2, 7.30 (RCVH), with JA in the Chair, if available and June 16, 7.30 (OVH) DE and DP will confirm these dates can be available in the halls.