

**Orleton and Richards Castle**  
**Neighbourhood Development Plan Steering Group**

**Notes from a meeting at Orleton Village Hall**  
**7:30pm Monday 7 July 2014**

**7a/14/1:a) attendance at the meeting:** John Alderman (JA). Pauline Betteridge (PB), Elizabeth Moran(EM) , Donald Pickard (Secretary, minuting, DP), Richard Hewitt

**b) apologies for absence:** David Small (Chair, DS), David English (DE , Jim Watt (JW)

**7a/14/2:**There no declarations of interest by members

**7a/14/4:**The notes of the meeting of 30 June 2014 were received.

**7a/14/5:**Matters arising from the Notes: RH will clarify the name of the official representative of Orleton Parish Council (assumed to be JW) at the next council meeting

**7a/14/7:to receive reports**

1. **Website (JW/EM/MS).** The website is in a trial stage and will soon be live
- 2 JA reported briefly on the training event about historic Environment issues and Neighbourhood planning, which he had attended with Gill Alderman. Gill will prepare some notes to be available on the web.

**7a/14/8.1. Publicity:** Invitation cards and banners available by July 8 /9 EM will arrange distribution

2. **Maps.** JA laid out all the maps, and explained briefly what they cover.. RH reported that 4 boards could be available from the Kingsland event.
- 3 **Refreshments.** PB will be setting up the refreshments: EM will source supplies.
- 4 **Programme JA** indicated the sequence of events for any person visiting the drop-in event; viz:
  - **Arrival:** registration (to be recorded on a map and chart)
  - Why are you here? Statements from National and Local planning frameworks
  - Setting the scene, including historical material - maps and photographs
  - Interaction with planning questions and issues
  - Refreshments will be available alongside.

5 **Staffing** At least 8 people will be needed: 2/3 to meet and greet, 2/3 to answer questions round the maps and 2 with refreshments. EM will prepare a staffing rota

2. DP circulated further extracts from the core strategy document. JA will use suitable statements to frame questions on options

**7a/14/9 dates of the next meetings**

**a) July 16 (OVH)** briefing session for all those staffing the drop-in events

**b) Full steering group: to be held after the Richards Castle drop-ins.**

**Date yet to be determined: provisional place RCVH**