

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

Notes from a meeting at Orleton Village Hall, 2.00 pm Thursday 22 January 2015

**01/15/1:** Attendance at the meeting

**a)** Members: David English (DE), Bob Flemons (BF), Richard Hewitt (Treasurer RH), Donald Pickard (Secretary, DP), Mike Saunders (MS), David Small (Chair, DS)

**b)** apologies for absence: John Alderman, Pauline Betteridge (PB), Elizabeth Moran (EM)

**c)** In attendance: Rosemary Thomas and Lorraine Munn (potential distributors, RC)

**01/15/2:** There were no further declarations of interest by members. Rosemary Thomas has asked subsequently that it be noted that her husband has an interest in land for development in Richards Castle.

**01/15/3:** The notes of the meeting of 4 December 2014 (121204 notes.doc) were received

**01/15/4: Correspondence**

a) John Alderman drew attention to a recent announcement of housing in Leintwardine and the publication of the Leominster draft plan, both to be noted as warning signals about the necessity of completing our plan, including definitions of settlement boundaries, as soon as possible.

b) Brimfield and Little Hereford Draft plan is available for consultation at <http://www.brimfield-and-little-hereford.co.uk/wp-content/uploads/2014/04/BLH-Draft-Neighbourhood-Plan-Fifth-Draft-v311014.pdf> (Neighbourhood plan is some 99pp long and more of a 'Village Plan' in scope, raising for this Steering Group the question of the size of plan to aim for. This question is to be explored with Herefordshire Council)

**01/15/5. The printed questionnaire** was received and there was conversation in response

**01/15/6: Distribution and collection of the questionnaire**

1. Logistics.

Need to acquire address labels.

RH to do this for Orleton.

RC to acquire through their clerk

2 Sub-groups to manage distribution and collection

**Coordinating Group:** both groups to consult as necessary

**Richards Castle Group**

**Orleton Group:**

Each Parish to organise mechanics for itself

3. Richards Castle distribution group membership: probably existing Castle News distributors and other volunteers, co-ordinated through the Parish Council

4 Orleton distribution group to be set up by LM/PB (BF and DS to brief)

5 Briefing of distributors / collectors to be organised in each parish to include decisions about distribution and collection for land-owners living outside the parishes.

6 Timing of distribution and collection: **aspirational timetable**

– Distribution early February: (if labels available)

– Collection: 14/21 days after distribution

– Aim for March 7 (agreed date to be filled in at the questionnaire distribution and to be publicised in Grapevine and Castle News at end of February)

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**01/15/7** The process for preparation of the structure of the final draft plan is to be:

1. A sub-group (MS/DE/JA/DS) will propose a structure: date to be agreed after a visit to Hereford:

2. Preliminary visit to HCC to determine scope, size, purpose and use: MS in association with DS to be followed by a sub-group meeting

It was agreed that the final Plan should concentrate on principles and specific planning guidance, rather than general parish infrastructure wish-lists  
Preparation of plan by whole steering group in April/May by examining data (using data projector from Parish Council)

**01/15/8:**a) Current position of funding and the Budget. RH gave the following figures:

Grant: allocated by DCLG: 7000: received (90%) 6300

Total spent on SG activities: 3,368.38: on Data Orchard work: 328.50: Total 3,696.88

Balance to be returned: 2603.12

He reported that a new grant structure will come after April: grants will be for a six-month period to expedite swift preparation of plans. Further discussion is needed about the necessity/ advisability of a further application for a grant. The funds currently ring-fenced in the parish councils budgets of approximately 2500 should be enough to cover the expenditure for the analysis of the questionnaires and the writing up of the draft plan.

**01/15/9** There was no other business

**01/15/10 Dates of the next meetings**

a) Working groups to be determined by working group members

b) Steering group: Possibly in the week beginning February 16, if distribution is underway, and in mid-March after questionnaire has been collected. (DS & DP to propose dates).