

Orleton and Richards Castle Neighbourhood Development Plan Steering Group:

Notes from a meeting at Richards Castle Village Hall, 7.30 pm Wednesday 11 March 2015

03/15/1: The attendance at the meeting was: a) Members: , Pauline Betteridge (PB) David English (DE: in the chair), Bob Flemons (BF), Richard Hewitt (Treasurer RH), Elizabeth Moran (EM), Colin Mitchell (CM) -Donald Pickard (Secretary, DP), Mike Saunders (MS).

b) **Apologies** for absence were given from John Alderman (JA), David Small (Chair, DS)

03/15/2: There were no new declarations of interest by members.

03/15/3:The **notes** of the meeting of 16 February 2015 (150216 notes.doc) were received.

03/15/4: There had been a general circulation of information relating to timing and processes for applying for new /continuing grants. (see 03/15/5 below). It was noted that there is likely to be a revision of figures in the Herefordshire County Plan but there have been no firm figures issued.

03/15/5 Finance: (See email forwarded from DS about the rules for applying for a grant). RH outlined the process to obtain a grant for specific work pointing out that the critical issue is that any grant must be spent in six months. There are a number of particular projects possible within the work which we had originally planned. The group asked for the Project Plan to be revisited (**ACTION JA**) to identify and prioritise work to be carried out and to advise **RH** accordingly. RH will prepare a grant application on that basis and give notice that we will require a further grant.

The application for the grant will have to include an updated quotation from Data Orchard for the analysis and the data breakdown of the questionnaire responses

03/15/6 Questionnaire: outstanding issues about collection

a) arrangements for completing the process

Orleton 369 distributed about 212 returned so far plus 70 direct: DS, Paul and Jean have still to collect. A number of people have said they will opt for returning to the default return points. Doubts expressed about how credible this intention will be, especially given a substantial proportion of residents who will not use the village shop under any circumstances.

Richards Castle estimate about half have been returned so far.

Whether we will achieve a more than 50% return is an open question.

ACTION: A further reminder to be put in Castle News and Grapevine for April asking for final return by April 11 together with the website address where the analysis will be published.

b) It was agreed that we would aim to be as transparent as possible in publishing the questionnaire analysis To do this we would arrange to put full results on our website.

Further options to consider would be to circulate a summary sheet to every household and in information about progress to point out in the statement of the plan we will be showing the evidence base and our case for any preferred policy.

ACTION: MS to approach Tony Sharod to update content on the website, to include 'Minutes', Questionnaire, schedule of meetings and, in due course, analysis of questionnaire responses.

c) A draft proposed covering letter for questionnaires to be sent to owners of property and/or land in our two parishes but who live outside the parishes was discussed briefly and agreed that it covered what we will need along with d) Approach to large landowners about development interests - inc Forestry Commission, Salwey Estate and Woofferton radio station (Babcock & Willcox) A prior question about both these exercises is how to identify these people. Intelligence gathering needs to happen asap. Prominent local landowners need to be contacted to discover who other land-owners are. A large-scale map of the parishes needs to be acquired (JA may have one) Our aim should be to attempt to cover as fully as possible and to show what has been done. PB/EM, in cooperation with DS will undertake this in Orleton parish and MS/DE will undertake the work for Richards Castle.. The land use part of the questionnaire goes some way to asking the relevant questions, with the responders also giving contact details.

03/15/7 Towards the first plan draft:

Preliminary sketching out of structure for the Plan and linkage of parts to the responses to the questionnaire items will be carried out by MS/ CM in cooperation with JA if possible. This group will use the guidance note from HC for drawing up the process. In the course of this MS will clarify with HC what the policy is about the availability of sites throughout the period of the plan.

The group will report to the next meeting with suggestions for a programme for writing the first draft of the Plan (timings, authors, format etc)

03/15/8 Consequent issues, including form and timing of further public consultations will be decided from the report of the sub-group.

03/15/9For information: planning applications No specific applications so far but some are expected.

03/15/10 Any other business: It was decided that the question of any proposals for the use of the infrastructure levy would be looked at on the next agenda

03/15/11 Dates of next meetings: April 8, 7.30 at Richards Castle Hall