

Orleton and Richards Castle Neighbourhood Development Plan Steering Group

Notes of a Meeting at Richards Castle Village Hall, 7.30 pm Wednesday 8 April 2015

04/15/1: The attendance at the meeting was as follows:

- a) It was agreed that John Alderman should **chair** this meeting JA
- b) **Members:** John Alderman (JA), Pauline Betteridge (PB) David English (DE), Richard Hewitt (Treasurer RH), Elizabeth Moran (EM),-Donald Pickard (Secretary, DP), Mike Saunders (MS)
- c) **Apologies** for absence: David Small (Chair, DS) Colin Mitchell
- d) **In attendance:**

04/15/2: Declarations of interest by members: none

04/15/3:The **notes** of the meeting of 11 March 2015 (150311 notes.doc) were received as distributed, but with the provisional numbers for the return of the questionnaire removed, at the suggestion of the Chair of the meeting

04/15/4: To take note of any **correspondence**

Paper from Data Orchard, raising questions about the latest version of the Hereford County plan in the light of comments from an external examiners questions. Data Orchard are asking for our support to have questions in the plan clarified. There is an implication for our villages that the numbers required will be larger. There is a question as to whether everywhere will have to have a settlement boundary. **Agreed to let Data Orchard pursue the questions, but the Steering Group can raise queries with DO and with HC via RH, as the Parish Councils also may.**

Letter to the Parish Council requesting modification of the settlement boundary and reconsideration of the infill policy, particularly relating to Overton Lane. The piece of land in relation to the question needs to be specifically identified (possibly via DS). To be considered at the writing up stage and in the light of responses from landowners on availability of land.

Reports

04/15/5 Questionnaire: current position on numbers returned. RC: 92 out of 128. O: 250 out of 365. Thanks to the distribution and collection teams. Now collected by Data Orchard and is ready for the approval to analyse as soon as approval is given. Letters to 'out-of-parish' stakeholders have yet to be sent out: to be returned to the chair of the steering group.

04/15/6 Work on website. Note from MS to the Steering Group about revised content. Expenditure for hosting for the next year approved. Invoice to be sent to **RH: action MS.**

04/15/7 Finance: A statement from RH on the present financial position. Balance of £3759 in hand.

Proposals

04/15/8 Questionnaire analysis by Data Orchard

To ask DO for a firm estimate for work now required in data entry and analysis. **RH for the SG** will then approve the work, including analysis by parish. Free form entries could be read locally so the texts can be quoted in the text of the plan itself but it will help to have relevant forms identified by DO if possible.

Scope of analysis: basic data entry.

Analysis by parish responses in the light of MS letter.

Possible date for return of analysis: 4-6 weeks from the beginning of May.

04/15/9 Approval of revised project plan. Draft circulated by **JA** approved with some modification running through to middle of October (Revised plan to be circulated with notes or agenda for next meeting). Application for grant to be made by Parish Councils to run from May 1 – 31 October. **(RH)**

04/15/10 Preliminary sketching out of structure for the Plan and linkage of parts to the responses to the questionnaire items. Report from **MS, CM** sub-group on meta-plan to be discussed at next meeting which will be an open discussion for the information of the Steering Group and not minuted. Agreed to invite the DO planning expert (Bill Bloxsome) to come to the next meeting.**(RH)**

04/15/11 Any other business: MS and DE will no longer be on the RC PC. Additional members to be nominated from RC.

04/15/12 Provisional Date of next meeting 18 May OVH.