

Orleton and Richards Castle Neighbourhood Development Plan Steering Group:

Notes from a meeting at Richards Castle Village Hall,
7.00 pm Monday 17 October 2016

1. To note the attendance at the meeting

a) Members: David English, Richard Jack; Barry Gandy; Mike Saunders; and Richard Hewitt, Secretary/Treasurer.

b) Apologies for absence: David Small, Chairman, Pauline Betteridge; and Peter Owen.

c) In attendance: Ward Cllr. Sebastian Bowen; and Bill Bloxsome, Data Orchard. There were two members of the public present at the meeting.

2. Declarations of interest by members. None.

3. To receive the **notes** of the meeting of 10 August 2016. The notes of the meeting were agreed unanimously.

4. Correspondence. The meeting noted an email from Data Orchard in respect of Herefordshire Council's Travellers Development Plan and Natural Resources/ Minerals and Waste Development Plan; and an email from Herefordshire Council acknowledging that some parts of the parishes have mains drainage and other parts do not. The resignation of Elizabeth Moran was received, and the steering group thanked her for the considerable contribution she made to the development of the neighbourhood plan.

5. Finance: The meeting agreed to support the purchase of a £30.00 licence to enable drop-down menus on the NDP website.

6. Review the Regulation 16 submission documents for consistency, typos and grammatical errors: Submission Draft NDP (V3), HRA, SEA, Consultation statement, Basic Condition statement and policy maps.

It was noted that the final check of the documents for consistency, typos and grammatical errors prior to submission for Regulation 16 public consultation is being undertaken in line with the instructions of Orleton and Richards Castle Parish Councils made at the joint meeting held on 1 September 2016.

Draft NDP: The draft neighbourhood development plan has been updated by Data Orchard in line with the amendments agreed by the parish councils on 1 September 2016. The steering group identified a typo and replaced 'Orchard Rise' with 'Fairview' on page 34.

Consultation statement: The steering group amended the draft document, and requested that the chairman, David Small review the document for consistency following the meeting. Subject to the factual updates, it was agreed the consultation statement should be submitted [NB. Subsequent to the meeting, the chairman did identify several factual updates which were shared by email with the steering group prior to submission.]

HRA, SEA and policy maps: The documents provided by Herefordshire Council were reviewed. There were no matters raised in respect of these documents.

Basic Condition Statement: The document was reviewed and no matters were raised.

7. Review next steps

The draft neighbourhood development plan and consultation statement will be updated as agreed. All the documents will then be submitted to Herefordshire Council for the Regulation 16 public consultation. It was agreed to publicise the dates of the forthcoming consultation on parish noticeboards, in Castle News and Grapevine, and on the NDP website once the dates are known.

8. Matters for the next meeting

This will depend on the outcome of the Regulation 16 public consultation and subsequent stages of the process.

9. Date of next meeting(s)/ Close meeting. The next meeting will be scheduled in line with the requirements of the neighbourhood development plan process.

The meeting closed at 8.18pm.
