

Orleton and Richards Castle Neighbourhood Plan Steering Group

Notes from the initial meeting, Orleton Village Hall 7.30 15 April 2015

1. Constitution of the membership of the Neighbourhood Plan Steering Group
 - 1.1. The following were present: John Alderman, David English, Bob Flemons*, Elizabeth Moran, Donald Pickard (minuting), David Small (in the chair), Barry Unsworth*, Jim Watt*. (Those marked * attending as new members). All those present introduced themselves and confirmed their willingness to be members of the steering group: full contact details were supplied by those present and will be sent to John Alderman, along with other names and contact details for people who had indicated an interest in the work of the group. The details for members of the steering group will be presented at the next meeting
It was noted that Eddie Clanzey-Hodge had asked to withdraw from the group for personal reasons..
 - 1.2. Apologies for absence
Richard Hewitt, Barbara Mark, Mike Saunders.
 - 1.3. Allocation of tasks/ roles among Steering Group members:
 - a) Chair: David Small
 - b) Vice-chair: John Alderman (who also agreed to act as manager of the official documentation for the Neighbourhood Plan process for the steering group.(see 2 below)
 - c) Secretary: Donald Pickard
 - d) Treasurer: Richard Hewitt
 - e) Liaison with Parish Councils: Barbara Mark (Orleton PC), David English (Richards Castle PC)

Other roles are to be allocated when definite tasks are identified,

- 1.4. Members were reminded that among the background documents already circulated (in the email of April 4) was the Code of Conduct for Neighbourhood Plan groups. The documents in that emailing will be circulated again as attachments to these notes,
2. John Alderman began to report on the Neighbourhood Planning briefing in Hereford, 9 April 2014 by pointing out that one of the key resources for the group will be a safe holding of the latest versions of all the official documents related to Neighbourhood Development plans, from the government and Herefordshire County Council, alongside relevant material relating to Orleton and Richards Castle. He cited as examples the documentation produced by James Latham at the briefing (which was circulated to group members before this meeting), He proposed to set up a gmail open folder to hold all such documents, and to circulate to members information and details of how to access them. There followed a general discussion about the nature of the process the Neighbourhood Plan Development Group is involved in, and what the outcome is that we have in mind.
3. This led to the identification of four areas for the agenda for the next meeting:
 - a) What are the key issues for Orleton and/or Richards Castle about which the communities will be consulted and on which further information will be sought? (Jim Watt and John Alderman will prepare material on this)
 - b) A need to view clear and up-to-date plans and maps relating to both settlements (Gemma Webster should be able to help with this: David Small will follow up)
 - c) The urgent need to formulate a budget strategy, John Alderman volunteered to attend a further briefing in Hereford on April 16, (*The outcome of that has been reported by John in an email to the group, indicating that the highest priority is to have the group's existence recognised via the local authority so that we can be allocated funds for a budget*).
 - d) Planning an initial strategy for consultation with the communities.
4. Dates were set for the next two meetings, on principle one each in Richards Castle and in Orleton. After some subsequent negotiation the meetings have been arranged for

Monday 28 April 7.30 in Richards Castle Village Hall

Monday 12 May at 2.00-4.00 in Orleton Village Hall.

Following meetings will be arranged after those two, depending on progress and the scope of work to be undertaken.