

## Orleton and Richards Castle: Neighbourhood Development Plan Steering Group

Notes of the Meeting at Orleton Village Hall 2:00pm Monday 12 May 2014

**5/14/1: a) Members present:** John Alderman (JA). David English (DE), Richard Hewitt, (Treasurer, RH), Elizabeth Moran (EM), Donald Pickard (Secretary, minuting, DP), Mike Saunders (MS), David Small (Chair, DS), Jim Watt (JW)

In attendance: Pauline Betteridge (PB), as an observer. Stuart Pelham-Davis (visiting)

**b) Apologies for absence:** none recorded:subsequently received from Barbara Mark

**5/14/2: Declarations of Interest:** none from members of the group: Stuart Pelham-Davis asked the group to note his potential interests in acting for people and developing property in the area.

**5/14/3: Notes of the meeting held on Monday 29 April 2014** were accepted.

**5/14/4: Matters arising from the notes** There were none specifically, but the Chair made a statement rehearsing the position to date and setting out why, in his view, the group needed to allow more time and to recruit more personnel in order to carry out the work. This led to an extended period of discussion in which different understandings of the process were put forward, but not resolved. The next dates for circulating information throughout the villages about 'Planning for Real' events were noted (Orleton 20 May, RC end May) and also the proximity of the Orleton Village Fete (7 June), which is too early to assemble the Planning for Real resources.

**5/14/5: Correspondence:** None had been received.

**5/14/6: Project Plan, Budget and Funding**

**a)** JA, DS and others reported on a useful meeting on 7 May with Data Orchard

**b)** *Presentation of proposed budget*

JA circulated a spreadsheet from Data Orchard indicating the activities to be undertaken in drawing up a neighbourhood development plan together with an estimate of costs and support to be bought in from Data Orchard.

Some particular items and decisions are:

Item 2 Develop a communications plan, to include a website: MS undertook to discuss setting up a site with Tony Sharod at a provisional cost of £370-400

Items 3 & 4: Review Herefordshire Local Plan and available evidence relating to the locality, with particular reference to planning constraints, settlement boundaries and housing developments. MS undertook to set up a meeting with Gemma Webster to include himself and one of the Orleton group members

RH reported that the registration has been submitted: the group has 30 days in which to submit a grant application. After lengthy discussion the total budget was calculated at £7.935: the grant available is a maximum of £7000 so it was decided to reduce the amount allowed for Planning Support (Items 13, 14 and 18) to bring the application to £7000.

Discussion on other items on the sheet was deferred to the next meeting or to subgroups, including Item 5 (Draft Vision), Item 6 (organise community wide consultations to gather further evidence and test the draft vision) before the writing of policies and drafting the NDP.

**5/14/7: Resources**

*Sub-groups for key activities*

(i) Project Management. The first task for this is to draw up an overview and indicative timeline for the next 6-7 weeks: JA, JW, MS:

- (ii) *Information Gathering and Analysis:*

a) the existing position: (see above, Item 3) MS +, and finding information in the community

- (iii) *Community Consultations* including information on website and event management: EM, PB (needs Cloud link to access documents) with Barry Unsworth. JA and Gill Alderman and including -

(iv) *Communications and Publicity*

(v) *Recruitment:* all this entails further people to be recruited: DP will circulate the existing list of people who have volunteered at earlier stages to help.

A priority will be to find younger people in the villages with familiarity with social media and to encourage contacts with the Orleton School (?PB)

**5/14/8: Key Milestones to be firmed up at next meeting, especially: Drop-in consultations and related publicity**

**5/14/9: Dates and Places of the next meetings** were confirmed

: 2 June 2014 7.30 (Richards Castle) (JA to chair)

16 June 2014 7,30 (Orleton Village Hall)