

**Orleton and Richards Castle**  
**Neighbourhood Development Plan Steering Group**

Notes of the meeting held at Orleton Village Hall 7:30pm Monday 16 June 2014

**6b/14/1:a) attendance:** John Alderman (JA), David English (DE), Richard Hewitt, (Treasurer, RH), , Donald Pickard (Secretary, minuting, DP), Mike Saunders (MS), David Small (Chair, DS), Jim Watt (JW)

**b) Apologies for absence:** Elizabeth Moran, Pauline Betteridge

**6b/14/2:No interests were declared by members**

**6b/14/3:No further items were to be added to the agenda**

**6b/14/4:The notes of the meeting of 2 June 2014 were received as a true record**

**6b/14/5:There were no matters arising from the notes not covered in the agenda**

**6b/14/6:Correspondence:**Neighbourhood Planning Newsletter 8 had been received in both parishes

**6b/14/7:Reports**

- 1. Budget RH** reported that the budget had been approved with a start date of June 10 and the account would be available subject to a number of technical steps. However, he advised that it would be in order to begin incurring expenditure, which could be covered until the funds were received by moneys ring-fenced by Orleton Parish Council, JA distributed a revised timeline diagram and confirmed the bookings for the two village halls for the drop-in sessions
- 2. Website and communications (JW/EM/MS).** JW will meet with Tony Sharod (web designer) with the hope to commission the web-site preparation on June 20, to allow for a launch in early July.  
JA reported on the plans to use noticeboards in Orleton: a number of sites were identified for Richards Castle.
- 3. Visit to Kingsland Neighbourhood Planning event:**A number of Steering Group members reported on the Kingsland NP event. Since Kingsland had only recently completed their Parish Plan that was used as a basis to identify options for housing developments: for that they had used maps to elicit visitor responses. The use of a map for visitors to identify themselves in terms of gender/ age/ place of residence/ received favourable comment. There was disappointment with the attendance. It was noted that there is to be an event targeting business interests, raising the question of how such interests in Orleton and Richards Castle could be identified.

**6b/14/8.Action planning: drop-in events**

- 1. Publicity: 'selling the events'.** DS distributed an article, drawn up by DS and JA about the drop-in sessions, for the July Grapevine.  
The group decided there should be a second general leaflet drop to all households, timed for 7-10 days before the drop-in events (EM will be asked to organise the Orleton distribution and RC will work out how it can happen in RC. A suggestion was made that the drop-in leaflet be in the form of an 'InvitationCard'. DS agreed to design the invitation (A6 size) and DP will find out where cards can be sourced pre-perforated and ready for printing.
- 2. Detailed planning for the drop-in events was remitted to a working sub-group: - the "making it happen group"** consisting of DS/JA/EM/PB with others to be co-opted including participants from RC. There should be subgroups to cover materials, refreshments, etc, to plan the detailed programme and allocate personnel (including recruiting others) to staff the events. JA undertook to commission a variety of large-scale maps for the events.

**6b/14/9 Option statements and preliminary-preparations for the questionnaire.**

MS has prepared a document with options for RC and will test it with GW

A number of questions were noted for the drop-in sessions: (and subsequently in questionnaires)

- where will development be most appropriate? (inappropriate/ locally sensitive?)
- what size of sheltered housing will be best suited?
- what kind of housing developments - one-off? small groupings?
- which features of the villages should be nominated as community assets?
- can we identify zones for development (rather than sites?)

JA and DP will work to set up a log of such questions, related to planning guidelines.

**6b/14/11 The dates of the next meetings were set as**

June 30, 7.30 RCVH

July 7, 7.30 - OVH

July 14, 7.30 RCVH and possibly weekly for a period covering the drop-ins and questionnaires