

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

**DRAFT AGENDA**

Meeting to be held at Richards Castle Village Hall  
7:30pm Thursday 31 July 2014

**7b/14/1:a) To record the attendance at the meeting:***possible attendees?* Pauline Betteridge (PB), David English (DE), Elizabeth Moran(EM) , Mike Saunders (MS), , Jim Watt (JW) + + Fred Secker,?

**b) To note any apologies for absence:** John Alderman (JA), Richard Hewitt (Treasurer), Donald Pickard (Secretary, DP) David Small (Chair, DS)

**7b/14/2: To select members of the Steering Group to chair and record notes of this meeting**

**7b/14/3: To note any declarations of interest by members**

John Alderman declares an interest, in the intention to be opening a holiday let at some point so will have a local business with interest in facilities and heritage for visitors.

John Alderman, as vice-chair suggests the following items be covered on the agenda and in off-line discussion working groups as appropriate not for solving or full discussions tonight-

**7b/14/4 To discuss feedback on events: discussion / actions to be taken (A1, etc)**

- - well done to all for help and support on the days
- - note numbers attending events - see attached spreadsheet
- **-(A1)** need for feedback letter to put in grapevine / castle news with some examples of peoples initial thoughts and concerns, numbers and explanation of next steps. also asking for help with design, distribution and collection of questionnaires -
- **(A2)** need name of someone to write this asap and to get it into next grapevine / castle news - deadline for grapevine 10th by e mail or 15th at school.
- **(A3)** thanks also to those who newly volunteered to help at the events - need to follow up with all these or at least say we will be in touch. someone to do this please ?

(from orleton w/e)

jennet thomas, 4 millbrook close, 01568 780852

jackie humber 01568 780403 [jackiehumber@live.co.uk](mailto:jackiehumber@live.co.uk)

david lee 10 millbrook close 780870 [david@oilmillstudios.co.uk](mailto:david@oilmillstudios.co.uk)

(from RC w/e)

Fred Farr, 07977125976, [fred.farr@me.com](mailto:fred.farr@me.com) his father lives in RC and he will be moving to parish. he is an architect and would like to help

Fred Secker, 01568 780209, [fred@secker.uk.net](mailto:fred@secker.uk.net) from orleton and keen to help - attending meeting tonight ?

**7b/14/5- To note the issues identified in the drop-in sessions need for working group(s)** to review and document notes from events and collate. **(A4)** need names and timescale: suggested areas to cover:

- initial table and general issues table eg vision and principles. also include conservation / heritage but could also have some inputs about general rules / thoughts about business creation, 'affordable', environmental and sustainability .....
- design options - jim's photos - any tie to specific RC or Orleton issues or as thoughts on general planning guide / rules, different needs in different places - would need to define these and prove why done
- RC feedback
- Orleton feedback - key issues include - flooding & drains, settlement boundary, any need to identification of different areas re conservation boundary and types of housing ....
- - how should the issues raised be put into q's that can give numerical / evidence output (ideally not as text answers that need interpretation - although this is welcome in addition). need to tie into questionnaire design

**7b/14/6-To receive a report on progress on the web site - and suggested items to be posted:**

- add feedback info about events / next steps (as in letter for grapevine / castle news)
- contact details for people to get in touch, help, raise issues etc in order to make sure any input gets acknowledged / acted upon promptly - **(A5)** name ?
- add link to google cloud 'public'info for people to review if wanted - summary of what can be found etc. (JA plus Jim Watt and Tony Sharod: date and time to be arranged)

**7b/14/7 To follow up census / election register details**

**(A6)** can some one take on task of looking at getting latest census data. ideally can we get it down to local parish details yet - household numbers and types, age demographics, how many questionnaire will be needed, as a % how many attended events, identify how many businesses are in parishes / need to consult with etc. alternatively as a minimum can we get voter registers through parishes again

**7b/14/8 To begin the questionnaire design process**

- need to form working group to start to do this in association with data orchard - Chris Gooding is going to make examples of what they have done available through a drop box for us. he also has some census data that he will send us. agreed that we will get them involved in next meeting / working groups when we have initial evaluation of events available
- Chris Gooding raised the issue of RC split - how to deal with this in questionnaire / feedback - are there any specific areas where would like cooperation with shropshire side eg possible development just up ludlow road across bridge ?
- any first thoughts of what available or still needed from us, what do we need help with from DO ?
- need to plan for ease of assessment / evidence extraction
- **(A7)** names required and timescale

**7b/14/9 agree what sections will be needed in the Orleton/Richards Castle NDP**

- (A8)** working group needed - who and confirm timescales for the following brief:
- to look at initial format of plan
  - start to think of this to make sure all issues and needs covered in questions / data collection - feedback to questionnaire in time to be implemented
  - reexamine other people's plans for ideas / drafts etc suggest also contact leominster about their plan, their listing of community assets, green issues, bus etc
  - draw up list of interested parties that will need consulting - start to contact and get inputs eg from business and English Heritage

**7b/14/10 To check progress against plan - next steps all covered ?**

**7b/14/11 To consider AOB**

**7b/14/12 To set dates and venues of next meetings**

**a) subgroups:**

**b) Full steering group Orleton Village Small Hall is probably available most of August, but not August 11, 15,16,17**