

## Orleton and Richards Castle Neighbourhood Development Plan Steering Group

**NOTES from a meeting at Richards Castle Village Hall 4 December 2014**

**12/14/1:a)** attendance: Pauline Betteridge (PB), David English (DE), Richard Hewitt (Treasurer RH), Colin Mitchell (Orleton Parish Council, CM), Elizabeth Moran (EM), Donald Pickard (Secretary, DP), Mike Saunders (MS), David Small (Chair, DS)

b) Apologies for absence: John Alderman (JA)

c) It was noted that Colin Mitchell had been nominated in place of Jim Watt

**12/14/2:** There were no further declarations of interest by members

**12/14/3:** The minutes of the meetings of 15 October 2014 (114015 notes.doc) and 17 November 2014 (141117 notes.doc) were received as accurate. It was noted that the chair has not yet written to Jim Watt and will do so shortly.

### **12/14/4: Report from the questionnaire working group**

MS introduced the document (which not everyone had seen or had a copy of).

The group asked that the covering letter should make clear that there is a single process to cover both parishes. (DS)

Two points which were not settled were referred for further discussion and advice;

Should there be a question about age bands? – take advice from CG when final version agreed.

Should there be a question about an Orleton settlement boundary? (ask JA, but note the strength of feeling in Orleton about protecting the core village as the focus for development and the question whether this could be ensured without a specified settlement boundary.

MS and DP agreed to work after the meeting to clarify some ambiguities in the wording.

**To finalising the questionnaire** it was agreed distribute a final draft version to a small group of 8-10 people to report opinion on comprehensibility and friendliness of use. (PB and DE to be responsible for naming persons by December 8/9)

### **Arrangements for reproducing the questionnaire:**

a) agree on a suitable typeface (? Arial, ?Verdana) (MS)

b) Explore printing costs via the local print machine used by Grapevine/ Castle News, PIP Printing (Hereford) RH to obtain costs)

1250 copies to be printed if possible before 31 December.

### **12/14/5. To agree proposals for the timing, distribution and collection of the questionnaire**

Arrangements to be co-ordinated by PB/LM, including:

Purchase material for collection/distribution in advance.

Names of Orleton volunteers from 2013, and from Drop-in sessions to be passed to PH/LM (DP)

It is estimated that the distribution will be in mid-January and the completed questionnaires be collected after 2 weeks (the group will ask for guidance from CG)

MS was thanked for being responsible for taking the work to this point.

**12/14/6:** Matters still to be addressed from previous notes were discussed including

1. **Budget** information on alternative funding streams. It has been determined to take the project forward after January 1 by using the contingency funds allocated by the two Parish Councils and to apply for a further tranche of DCLG funding in April. Pro tem Orleton PC decided to look for Lottery funding for a bus service rather than the local plan process but propose for the plan additional contingency funding for 2015-6 of £2000: (the equivalent sum from RC would be £500)

2. **Website.** Although it has been set up, it needs to be brought into people's consciousness, so that it can then be used for publicity and other purposes including putting the proposed plan on and posting minutes and agendas from the start of the Steering Group (DP send to Tony Sharod)

### **12/14/7: Correspondence**

it was noted that Gemma Webster will be on maternity leave and so no longer be the link person in Herefordshire Council the replacement will be Ted Bannister

Both Parish Councils had received questions from Herefordshire Council about the process. The group answered these in terms of the discussion at various sessions: these answers will be returned by PC officers.

**12/14/8** There was no other business

**12/14/9** The dates of the next meetings will be proposed as the questionnaire takes shape.

Provisionally December 18 or 19 if needed, and then end January for a meeting to take plan formation forward.