

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

Notes from a meeting at Richards Castle Village Hall,  
7.00 pm Wednesday 13 January 2016

1. **To note the attendance** at the meeting
  - a) **Members:** David Small, Chairman; Pauline Betteridge; David English; Richard Hewitt, Secretary/Treasurer; and Peter Owen.
  - b) **Apologies** for absence: John Alderman; Richard Jack; Mike Saunders and Elizabeth Moran.
  - c) **In attendance:** Bill Bloxsome, Data Orchard and seven members of the public.
2. **Declarations of interest by members.** None.
3. To receive the **notes** of the meeting of 3 December 2015. The notes of the meeting were agreed unanimously. Outstanding action is to take photos of significant features in both villages.
4. **Correspondence.** None.
5. **i) Groundworks UK grant - deadline for expenditure.** The Treasurer reported that Groundworks UK has agreed to extend the deadline for expenditure under the grant to 28 February 2016. The steering group agreed to aim to have the draft neighbourhood plan to the stage of Regulation 14 consultation by this date.
  - ii) **Quotation for HBRC data.** The steering group agreed to focus the data on both villages, in line with the areas highlighted by the Ordnance Survey maps in the draft neighbourhood plan. Data Orchard kindly agreed to ask HBRC to update the quotation which will be reviewed at the next meeting.
6. **To receive reports from sub-groups meeting following the last meeting (if any)**  
(The order of the reports will be determined in the meeting)  
David English said the working meeting held with Data Orchard on 12 January 2016 had gone well. Outstanding areas to review include: housing types, the future of the Wooferton Radio TX site; and approach to commercial development at Wooferton.
7. **Review draft neighbourhood development plan (Data Orchard draft), and agree actions required to complete first draft.**  
Data Orchard advised the steering group to undertake further debate and consultation on the choice of land selected for development in the draft neighbourhood plan. Richard Hewitt will provide a draft paragraph for 1.3, and approach a local historian at Orleton to provide several paragraphs on the history of the community. David English will draft the section on the history of Richards Castle. A member of the public, Simon Snape, kindly agreed to approach a local geologist re: section 2.7.  
  
An email from Richard Jack was read out and noted by the meeting. Data Orchard asked the steering group to consider including additional policies in the neighbourhood plan. The steering group will review Herefordshire Council's adopted Local Development Framework (core strategy), and consider whether additional consideration is required in the neighbourhood development plan. Data Orchard asked the steering group to advise on traffic measures to include in the draft document.  
  
It was agreed to hold two working meetings with Data Orchard prior to the next meeting of the steering group. These will be facilitated by David Small and Mike Saunders.

## **8. Communications and website**

Mike Saunders' report on the neighbourhood plan website was noted. It was agreed to include the notes of all meetings on the website so that there is an archive for interested members of the community. Supporting information and documents in connection with the consultation events held in July 2014 will be added as well. Richard Hewitt will contact John Alderman to obtain access to the Dropbox repository of documents.

## **9. Matters for the next meeting**

Updated draft of the neighbourhood plan.

**10. Date of next meeting(s)/ Close meeting.** The next meeting will be at 7pm, 3 February 2016 at Orleton Village Hall (subject to availability of the hall). The meeting closed at 8.30pm.