



Minutes of Steering Group Meeting – NDP
Monday 13th June 2016, 7.30pm
St Peter’s Hall

In attendance:

Rob Hunter	Peter Gratton	Paul Plowman
Roger Townend	Barbara Gratton	Keith Hardie
Sarah Beggs	Rachel Underwood	Steve George
Richard Gardiner	David Smith	Chris Gooding (Data Orchard)
Max Bassett (Data Orchard)		

Apologies: Brian Roe.

1. Funding

KH has been completing our application form for funding from Herefordshire Council (“HC”). He will need a lot more detail about what we are going to spend in the first 6 months following receipt of funding before he can submit it. He will need some assistance with this, so a sub-committee was formed comprising **KH**, **DS** and **RT**. **DO** will send a revised quote covering their costs just for the first 6 months.

We will also need to amend our project plan to update the timings and make sure it is consistent with what funding we are applying for in the first 6 months. **RH** will send KH the electronic version of this. We can only apply in respect of future expenditure, not for what we have already spent, so we will have to be careful about this until the funding comes through. This is likely to be about a month after the application is submitted. **KH** is to meet with HC on Wednesday to review the draft application form. **RT** will let KH know if he can accompany him to this meeting.

2. Strategic Environmental Assessment (“SEA”)

HC sent out Peterstow’s SEA to the relevant consultation bodies and has now received their comments. Natural England have recommended that HC carry out a full Habitat Regulations Assessment due to the parish’s proximity to special areas of conservation. This, plus the second part of the SEA, will be organised by HC (at their expense) once we have our draft plan, before we undertake our Regulation 14 consultation.

3. Launch Event

We will have a stall at the village fete where we explain the NDP process and try to find out what people’s visions and objectives are for the parish, what they do and don’t like about it

and what issues are important to them. These will then be used to build our questionnaire. We could prepare a draft vision and objectives which we display at the fete to get people thinking. **DO** will send us some examples. The fete would be the equivalent of the stage 1 consultation set out on **DO**'s sheet. The questionnaire would come next, followed by a more detailed consultation meeting when we publicise the results of the questionnaire, get feedback on updated vision and objectives and seek feedback on suggested options.

BG will find out if we can borrow the church's display boards for the fete and if so, how many. **PG** will check with Harry what type of gazebo might be available to us and how many chairs and tables we can use. Ideally, our gazebo will be located in the middle of the row of stalls so that everyone has to walk past it. There is no need to get names and contact details of the people visiting our stall, but it is a good idea to use **DO**'s demographic sheet so that we know the types of people who have visited. It would be useful if we could have a large map of the parish on display (**RT** and **DO** will sort this) and if people could put a sticker on it indicating where they live so that we can see whether we have a good representation from across the parish. The display boards should suggest some big issues and invite people to add comments to them. Others can then add green dots to show they agree, or red to show they disagree. We could also have a comments box for those who don't want their ideas on display. We should also let people know where they can find out more information about the process (**BG** will ask Harry to create a link from the village website direct to the NDP page on the Parish Council's website). A sub-committee of **RU**, **SG**, **RG** and **SB** will plan our stall and present their ideas at the next meeting.

Although only those on the electoral roll will be eligible to vote in the NDP referendum, after discussion and voting on the matter, it was agreed that the questionnaire will be delivered to every person in the parish aged 16 years and over. It was also agreed, after some discussion, that the questionnaires should remain anonymous. Asking people for their details is likely to lead to fewer responses and we can manage the security of the process by our delivery and collection method. **DO** also advised that their method of analysing the data would throw up any anomalies, which could then be separated out in their report.

4. Review of Local Plan and Available Evidence

DO recommended that we **ALL** read **HC**'s Local Plan so that we understand the context in which we are operating. It forms the basis of what needs to be included in our NDP, although we need to put flesh on it at a local level. The other available evidence will be any facts and figures there are about our parish; for example, whether there are any conservation areas, what the character of the landscape is, the demographics etc. There might be a profile for our parish, either individually or grouped together with other parishes, which sets out this information, or we might be able to get it from **HC** or from the census. **DO** will see what sources of information they can find and forward it to us.

The next meeting will take place on Monday 4th July at 7.30pm in St Peter's Hall, Peterstow. There being no other business, the meeting closed at 8.30pm.