



Minutes of Steering Group Meeting – NDP  
Tuesday 6<sup>th</sup> September 2016, 7.00pm  
St Peter's Hall

In attendance:

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

Apologies: Brian Roe.

**Questionnaire Preparation / Drafting**

Data Orchard's ("DO") questionnaire compendium is split into 7 themes. It was agreed that we would rank those themes according to the following importance when considering how much space to allocate to them in the questionnaire:

1. Vision and Objectives – we will leave this until after we have received the completed questionnaires
2. Environment – this is a major topic
3. Housing – this is a major topic
4. Economy – this is a minor topic
5. Community facilities – this is a minor topic
6. Infrastructure – this is a major topic
7. Traffic and transport – this is a minor topic

We will also need a section dealing with demographics.

We reviewed the questionnaire used by Bridstow and decided that we would include in our questionnaire the following broad questions; 1, 2, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 21 (incorporating questions 23 and 28), 22, 24, 25 (incorporating question 27), 26, 29, 30, 31, 32 and 33.

We also reviewed DO's questionnaire and decided to include the following additional questions; 3i (amalgamate with Bridstow's question 16), 4c, 5a and 8f.

Finally, we would add a section at the end asking for any more comments generally.

DO have produced some new sample questions about settlement boundaries which are on the Peterstow NDP page they created for us. **SB** will circulate them to the group. Herefordshire Council (“HC”) would probably like us to think about having a settlement boundary(ies). We will **all** consider these and say what question(s) we would like to include.

**RH, SB, RT and DS** will prepare a draft of the questionnaire including the choices available under each question and send this to the group for comments so that it can be agreed at the next meeting. We will also need to get advice from DO on whether the questions and options included will lead to useful information being collected which can be properly analysed and are not repetitive.

It was agreed that we would include a prize draw as an incentive for people to complete the questionnaire. We will get authority from the Parish Council for this.

Our Parish hasn’t had a housing needs survey completed recently, so we could include 1 of those per household with the main questionnaire. An example is on the Peterstow NDP page set up by DO. **SB** will circulate a copy. If more than 10 houses are built in 1 development, it will need to include affordable housing. Another questionnaire we could include in the pack is a call for sites. If we include this, then we have given everyone in the Parish an opportunity to put forward sites for development. We could also send one of these on its own to those people who own land in the Parish, but do not live here. Once sites have been identified, they would need to be judged against the relevant planning criteria in the Local Plan and Core Strategy. DO’s planning consultant would help us with this. The last type of questionnaire to consider is a business questionnaire. Again, a sample one is on the page created by DO.

**RU, SG and PG** will try to form a definitive list of all households in the Parish and how many 16 and overs live in each household so that we know how many questionnaires to distribute. **SG** will get authority from the Parish Council to obtain a housing list from HC or a copy of the electoral roll as appropriate, **RU** will try to flesh out the housing list she has compiled from postcodes in the Parish and **PG** will see if he can obtain any information from Harry Britten-Austin or elsewhere.

As we need to get the questionnaire out in November, we really need to finalise it at our next meeting and plan how we are going to distribute it. There is some questionnaire logistics advice on the page set up by DO, together with some sample covering letters. Given the amount to do, we will start the next meeting at **7.00pm** again. It will take place on **Monday 3<sup>rd</sup> October** in St Peter’s Hall, Peterstow. It would be useful if DO could also attend that meeting.

There being no other business, the meeting closed at 8.40pm.