



Minutes of Steering Group Meeting – NDP
Monday 7th November 2016, 7.30pm
St Peter's Hall

In attendance:

Roger Townend	Rob Hunter	Keith Hardie	Paul Plowman
Sarah Beggs	Rachel Underwood	David Smith	Roy Coldrick

Apologies: Steve George, Barbara Gratton, Peter Gratton, Richard Gardiner, Brian Roe.

1. Plan for Questionnaire Distribution and Collection

The Parish has been divided up into 8 distribution routes which have been allocated as set out below. Every person has taken sufficient questionnaires and envelopes etc. to cover the residents in their route plus a few spares.

- Route 1 – Steve Whitman (70 residents in 38 households). RU will drop these into him.
- Route 2 – RU to deliver and PG & BG to collect (87 residents in 34 households).
- Route 3 – RC, who will also deal with the red houses in route 4 (total of 55 residents in 32 households).
- Route 4 – KH will deliver to the green houses in this route and PP will collect (42 residents in 24 households).
- Route 5 – RH (38 residents in 18 households).
- Route 6 – RT and DS (20 residents in 9 households).
- Route 7 – SB (66 residents in 28 households).
- Route 8 – Martin Lown (30 residents in 15 households). RH will give them to him.

PP can help if anyone has difficulties with their route. RC was able to provide further information about the number of residents in a lot of the households about which we had queries. For those households where we still don't know the number of residents aged 16 and over, we will deliver 2 questionnaires and leave it to them to ask for more if necessary.

The questionnaires will be delivered between 12th and 20th November and collected at least 2 weeks later. We should knock at the doors as we deliver so that we can explain to residents what the process is all about, but if they are out we will simply post them through the letterbox. We have left instructions for people to leave their plastic sleeves outside their front doors if they aren't in when we collect. It is up to individual volunteers if they want to attempt collection on another day if some households aren't in on the date specified for collection and haven't left the plastic sleeve outside.

The printed sticker should go on the outside of the plastic sleeve and the date of collection should be written on it according to when the items are delivered. Inside the plastic sleeve should go 1 covering letter per household and enough questionnaires and white envelopes for the number of residents in the household aged 16 and over. When we knock on delivery, we should check the number of individuals aged 16 and over living at the property and leave the appropriate number of questionnaires. Everyone has some spares for this and SB, RH and SG, whose telephone numbers are included in the questionnaire as being people to contact in the event help is required, will all have extra questionnaires etc.

RU will prepare and circulate a checklist for us all to make sure we record everything accurately and she will email to everyone the distribution list and SG's link to locating the houses within each route.

2. Questionnaire Handling on Return

Everyone should leave their white envelopes sealed and bring them along to our next meeting on Monday 5th December. At that meeting, we will open all envelopes, take off the prize draw sheets and gather together the questionnaires to deliver to Data Orchard. We will also collect in the completed checklists so that we can make sure we have all the completed questionnaires and have a record of how many were delivered / collected, whether we spoke to households etc.

3. Herefordshire Council's ("HC") Planning Update

RH attended this meeting on behalf of the Parish Councillors. Two main issues arose. First, HC have paused the adoption of the Community Infrastructure Levy whilst they await a report from the Government. This means that developers currently don't have to pay this Levy. Second, HC are meant to have identified the land required to meet their housing target for the next 5 years, but are currently behind with this. This leaves the Core Strategy / Local Plan open to challenge and therefore could undermine all NDPs. However, HC are working to resolve this by trying to identify land for large scale developments, probably in towns, to make up the shortfall quickly.

4. AOB

The next meeting will take place at the usual time of **7.30pm** on **Monday 5th December** in St Peter's Hall, Peterstow.

There being no other business, the meeting closed at 8.45pm.