



Minutes of Steering Group Meeting – NDP  
Saturday 1<sup>st</sup> April 2017, 1.20pm  
St Peter's Hall

In attendance:

Roger Townend	Rob Hunter	Keith Hardie	Paul Plowman
Sarah Beggs	Richard Gardiner	David Smith	Peter Gratton
Barbara Gratton	Steve George		

Apologies: Brian Roe, Rachel Underwood

**1. Declarations of Interests / Previous Minutes**

There were no changes to the interests previously declared. The minutes of the last meeting were approved and signed by RH.

**2. Feedback from Public Meeting**

The turnout was good; approximately 100 people attended which is about 25% of all residents in the Parish. **PG** will thank Norman for organising the signs and speak to him about how to return them. There were more green dots than red on the comments boards, so our draft vision and objectives were supported. These will now be put before the Parish Council at its next meeting so that we have their blessing. There appeared to be support for the development of a business objective. **SB** will prepare a first draft to be circulated in advance of our next meeting. **SB** will also prepare a report on the open meeting detailing numbers for and against each objective and the vision and recording the comments made.

**3. Prize Drawer Winner**

RH drew the winning entry at the start of the open meeting. The £50 prize was won by Mr R. Catchside. RH gave **PG** the money to pass on to Mr Catchside and **RH** will seek reimbursement from the Parish Council.

**4. Preparations for the Next Meeting**

Data Orchard will attend our next meeting with their planning consultant, Bill Bloxsome. Now that we have the results of our questionnaire and feedback on our draft vision and objectives, we need to turn this into policy and planning. 2 things are critical here; first, we need to align our NDP with Herefordshire Council's Core Strategy and second, we need to be in line with government legislation (although HC's Core Strategy ought to be in line with this anyway).

HC's Core Strategy can be found on HC's website and RH has a hard copy if anyone would like to borrow it. **DO** has also agreed to provide some examples of policies for us to consider. **RH** will circulate these once received. We **all** need to review these in advance of our next meeting. We will then need to come up with our own policies which **DO** will help us put into the appropriate language and make sure they are compliant with the Core Strategy.

We will also need to formally start our call for sites. Some land for development forms were taken at the public meeting and **SB** will ensure that the link to the webpage managed by DO will be put on the Parish Council's website. We will also advertise the call for sites in the next edition of the Peterstow Times, alongside a report on the public meeting. The next edition of the Peterstow Times will go out at the beginning of June, so we will need to submit our article by mid-May.

**KH** will circulate the updated version of our project plan so that everyone knows the steps we still need to take and the timescale we are working towards.

## **5. AOB**

Our application for funding has been submitted and we should receive the money in about a month, namely around the beginning of May. We had an underspend during the last funding period of £95 which was about where we wanted to be. As we cannot incur any expenditure until the new funding has been received and considering the availability of members of the steering committee, it was decided to hold our next meeting at **7.30pm on Monday 8<sup>th</sup> May** in St Peter's Hall, Peterstow.

One member raised a concern about what would happen if HC rejected our NDP on examination. It was hoped that this wouldn't happen if we follow the advice of Data Orchard, but if it did happen, HC would tell us why and we would have to amend the plan and re-submit it. If we failed at the referendum we would have to start the whole process again, but it is hoped that this wouldn't happen as we are consulting widely and we just have to get the plan passed by a majority of the people who vote (there is no minimum number of people required to take part in the vote).

There being no other business, the meeting closed at 1.45pm.