



Minutes of Steering Group Meeting – NDP

Friday 28th December 2018, 7.30pm

St Peter's Hall

In attendance:

Sarah Beggs	Rob Hunter	Keith Hardie	Paul Plowman	Roger Townend
Steve George	David Smith	Peter Gratton	Brian Roe	

Apologies: Rachel Underwood, Richard Gardiner, Barbara Gratton, Bill Bloxsome

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. Review of Progress and Future Steps

The referendum took place on 6th December and RH and SB attended the count. There was a 51% turnout from the Parish, which is relatively high, and over 86% of those who voted were in favour of the plan. This is an excellent result. Herefordshire Council will now formally adopt the plan. They have to wait 6 weeks to allow for any challenges to the electoral process and will then adopt the plan at their first meeting after that. However, the plan already has full weight when planning applications in the Parish are being considered. The Parish Council does not need to formally adopt the plan itself. Assuming there is continuity in the process, the plan will be reviewed every 5 years. At that time, there might not be any changes required, or only minor ones, or there might be revised targets. The Parish Council has also committed to carry out its own review every 5 years.

3. Disbanding of Steering Group

It was agreed unanimously that the Parish Council will be asked at its next meeting (on 2nd January 2019) to disband the steering group at the end of January 2019. This will give KH time to prepare the necessary end of grant report. We have a £314 underspend from our last grant instalment of £1,750 which will have to be returned. In total, the process cost approximately £11,000, all of which came from our grant.

4. AOB

- a) Data Protection – once the plan is adopted we must all delete any personal data we hold relating to the process and we must ask the Parish Council and Data Orchard to do the same. Herefordshire Council confirmed to SB that she would also be able to destroy all paper documents she holds relating to the process at the same time. KH might need to keep some of the financial documents longer for accounting purposes.
- b) Thanks – SB will draft a letter of thanks to Data Orchard on behalf of the Parish Council and the steering group. They have done an excellent job and their costs were very reasonable. Bill, in particular, worked exceptionally hard for us. Thanks also to the committee for all their hard work.

There being no other business, the meeting closed at 7.51pm.