

Minutes of Border Group Parishes Neighbourhood Plan Meeting

Tuesday 12th November at 7.30 pm

Lingen Village Hall

Those Present

Parish Councillors

Maggie Brown, Stephen Chilman, John Miles, Phillip Morris, Simon Whiteman.

Others present

Chris Jack, Emma Lawrence, Jackie Morris, Mike Oliver, Maureen Robinson, Tony Swainson, John Walker, Glyn Williams.

Apologies

Adrian Boylan, Clive Gurney, Brian Lewis (resigned), John Voysey, Bruce Williamson, Moira Williamson.

The Steering Group

Philip Barnett, Sally Barnett, Adrian Boylan, Maggie Brown, Stephen Chilman (Chair), Clive Gurney, Chris Jack, John Miles, Ian Morris, Jackie Morris, Phillip Morris, Natalie Morton, Robert Nisbet, Mike Oliver, E. Protheroe, Maureen Robinson, Richard Ruell, Tony Swainson (Secretary), Harley Thomas, John Walker, Simon Whiteman, Glyn Williams, Bruce Williamson, Moira Williamson.

Minutes

Introduction and Welcome.

Stephen Chilman (Chairman) welcomed everyone to the meeting and introduced Emma Lawrence who is the LDF Community Involvement Officer for Herefordshire. She was with us to give advice and answer questions.

Minutes of Meetings on 1st and 22nd October

The minutes were accepted.

The “Drop-In” Meeting on 29th October

John Miles thought that the meeting was a success and that a number of people were given an insight into the purpose of The Plan. Housing for young people was a concern for many people. Samantha Banks, Parish Councillors and Steering Group Members were on hand to answer questions. Simon Whiteman thought that attendance was highest from Adforton and Lingen.

“Post-it” notes were provided for people to comment and these were tabled along with a transcription which has been distributed by e-mail to Steering Group members. 41 notes in all were posted. A list of those at the meeting was available. Maggie Brown thought it would be useful to know how many households were represented.

Discussion

Emma Lawrence tabled a number of guidance notes and said that questionnaires must make it clear that the recipient's response is important and can affect policy. We were also urged to determine what skills are available in the community. The question arose as to what constituted "affordable housing" and it was pointed out that this was defined in Guidance Note 22.

Vote on Continuing with The Plan

The Chairman called for a vote by a show of hands. Of those eligible eight voted in favour with two abstentions.

Discussion (continued)

Emma Lawrence said that the NDP could be as big or as small as we want. It was desirable that it should be compliant with the Core Strategy rather than the UDP.

John Miles read out a suggested "Terms of Reference" for the Parish Council and Steering Group which followed a format used in another county and this is transcribed below.

The Border Group Parish Council & the Steering Group will drive forward the development of the Neighbourhood Development Plan for the Border Group Parishes and will work with Herefordshire Council and the Department for Communities and Local Government (DCLG) as the other governmental bodies, to help ensure that the whole community has real opportunities to engage in the creation of The Plan.

Emma Lawrence said that there was guidance on creating a questionnaire on the Council website in Guidance Note 29. The questionnaire could be quite short and should follow on from the "drop-in" meeting. It is important to justify everything we do and to record it. The completed questionnaires could be anonymous.

Questionnaires must be assessed before objectives are decided

Emma agreed to send Maureen some typical costs for creating a plan and a typical questionnaire.

Data Protection

It was decided that contact details, E-mail addresses etc. of Steering Group members should not be put on the websites and that contact should be via the Parish Clerk or Steering Group Secretary. E-mails distributing data to Group members should be sent as "blind copies" to minimise the risk of addresses getting into the wrong hands

Finance

Steve Chilman thought we should claim £7,000 and draw down as needed. Emma Lawrence referred us to the Funding Guidance Note (5). John Miles said that Chris Gooding was willing to give us advice free of charge

A budget working party was proposed and would consist of: Steve Chilman, Andy Gray, Jackie Morris, Maureen Robinson and Simon Whiteman.

Logo

The meeting was asked to come up with ideas for a distinctive logo which would grab the attention of residents when flyers etc. appeared in their letterboxes. Emma drew

our attention to the colourful logo used by Eardisley. Any ideas should be sent to the Parish Clerk or Steering Group Secretary.

Next Steering Group Meeting
Monday 2 December in Lingen at 7.30

The Chairman thanked Emma Lawrence and the Steering Group for their attendance.

The meeting closed at 9.10.