

**LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN**  
**STEERING GROUP MINUTES**  
**Meeting, Tuesday 10<sup>th</sup> July 2012, 7.30pm at The Ovals, Lyonshall**

Present – Peter Broadbent (Chair) [PB], Richard Oliver [RO], Ron Addis [RA],  
John Parker [JP], Julia Evans [JE], Kate Lomax [KL], Kinsey Hern [KH]

**47. Apologies for Absence.**

Apologies received from Dee Wetherill [DW].

**48. Minutes of the Meeting of 19<sup>th</sup> June.**

The minutes were approved and signed. KL has made a space available on the Parish Council (PC) noticeboard. It was agreed to display the minutes on the board before they are approved with a notice to that effect.

**49. Matters Arising & Reports on Actions Undertaken.**

KL reported on correspondence with Ted Bannister (TB), our Herefordshire Council appointed advisor. It is hoped to arrange an informal meeting soon to discuss the relationship and the support available. KL will arrange & circulate the date.

**50. Budget Progress Report**

PB has circulated a draft budget which will be kept under review. He will give a report in person to the PC on 10<sup>th</sup> July when he will raise the matter of funding.

**51. Updated Action Plan**

There was general agreement of the revised action plan (version 2) which will continue to be reviewed as necessary. KL will send the draft action plan, discussion paper & questionnaire to Councillors in advance of the PC meeting. PB will explain that there is still not complete clarity in the process nationally.

**52. Green Paper Discussion Document**

Ron Addis presented the latest green paper discussion document which sets out the background to the parish & housing developments, the county and raises some issues. 3 maps as appendices are proposed:

1. village development envelope & development over the years, since about the 50s
2. what the village would have been like without the development since the 1950s
3. the parish boundary

He envisages 2 A4 sheets folded down to A5 size. RA will develop the paper over the summer with email or informal communications if necessary. The fine tuning will be done at the August meeting ready for circulation soon afterwards.

**NOTE TO ALL** – Please explain the NDP in conversations to raise awareness.

**53. Revised Questionnaire for Residents.**

JE presented version 3 of the questionnaire, explaining that the purposes are:

- To encourage a vision for the parish
- To find out what issues are important to people to form focus groups
- To identify people to join focus groups

Decisions agreed:

- Q1 will be deleted as there is no purpose for the data
- There will be a statement about the green paper
- The agriculture questions may need reviewing, perhaps shortening or more appropriate for second questionnaire. KH & JE will liaise.
- A question about the bus routes and public transport should be included
- Some demographic details will be included
- Name & address will be optional but encouraged in order to get people involved
- Technical advice will be sought from Shan & Don Preddy if they are agreeable (JP to make a joint approach with JE) and/or Ted Bannister
- There should be one questionnaire per elector

JE will consult with KH, RO & JP and use email/informal communications with the steering group if necessary over the summer. A final draft will be presented at the August meeting for any last-minute fine-tuning.

#### **54. Parish Meeting for Residents**

The date of the meeting is 27<sup>th</sup> September in the evening at the Memorial Hall subject to no conflicts being identified. RO will make flyers to go out with the parish mag and posters to be displayed later. All members should take responsibility for advertising the evening to parish residents.

#### **55. AOB & items for Next Meeting**

All future meetings will be at the Memorial Hall & open to the public so they cannot be held on Tuesdays. Any date will need to be confirmed with the hall.

Next meeting – to receive a report on the meeting tonight with Roger Phillips and Herefordshire Council representatives.

#### **56. Dates and Venues of the Next Meetings.**

Wednesday 29<sup>th</sup> August, 7.30pm, Memorial Hall

Wednesday 12<sup>th</sup> September, 7.45pm, Memorial Hall (subject to confirmation)

Public Parish Meeting is on Thursday 27<sup>th</sup> September, evening, in the Memorial Hall.