

LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN
MINUTES OF MEETING of STEERING GROUP
On Wednesday 29th August 2012, Memorial Hall

Present: Peter Broadbent (PB), Kate Lomax (KL), Ron Addis (RA), Richard Oliver (RO), Kinsey Hearn (KH), Dee Wetherill (DW)

57. Apologies were received from John Parker. Julia Evans has resigned from the group & thanks were noted for her contributions, especially to the questionnaire. Members welcomed Isobel Hutton (IH) to the Group.

58. Minutes of the last meeting on 10th July were approved and signed by PB.

59. Matters Arising PB briefed the meeting on his report to the Parish Council. KH said he is not happy with the questionnaire regarding Farming as it revolved around poultry farming and was not a balanced view (see 62 below).

60. Meeting with Ted Bannister – A report had been circulated. To date there has been no response to our queries from Ted Bannister, but we decided ourselves that we would take CP to mean Civil Parish, for clarification, and not Community Parish.

61. Green Paper – It was agreed that the Green Paper was a good document & some minor amendments were agreed. PB said we must be careful to proof-read documents and ask ourselves ‘does it encourage people to come to meetings?’ RA would ask for an endorsement of steering group members at the public meeting. It was agreed that 8 members of the steering group is a manageable number but is not rigid. It is hoped for a further 15 or so people to become involved in the focus groups. It was agreed that there will be a ‘drop-in’ session for those who are not clear on some matters before the end of the return period. RA said any maps were for guidance only and not to be taken literally. KL said the Parish Council have £500 towards NDP costs in the budget for 2012-13 but expenditure must be pre-approved by the PC. It may be necessary to add a small sum per household on the Lyonshall precept for 2013-14 but this group needs to submit a budget for this to happen. RA has had a quote of around £200 from printers in Pembridge, and £105.24 from HCC’s printers, Amey, for 300 copies of the Paper and they could turn it around the same day for collection in the evening. RA was given the number of Chris Froom of ABC printing to see if the costs can be reduced. A cost of £75 has been incurred on design.

Distribution – RA will take on the responsibility of arranging distribution largely through the network of personnel who deliver the parish magazine. The Green Paper will also be put on the NDP website which KL is keeping updated.

62. Revised Questionnaire

Further amendments were made to the questionnaire and Shan and Don Preddy’s notes were taken into account. PB asked KL to ring Ted Bannister about paging of the questionnaire, should it be on single sheets i.e. approximately 8 pages or on double sided reducing the bulk to approximately 4 pages. Also the suggestion was made that the map at the end of the questionnaire should be printed on the reverse of the front page and the idea was accepted. KH pointed out that the word Optional may be misconstrued being set above the Personal details but referring to the paragraph above regarding name and address. It was agreed that a space for Comments/Ideas should be added to each section of questions. The questionnaire was further discussed in detail with both small and quite radical alterations being made.

KL to redraft for final approval on 12th Sept & printing ready for 28th September. KH to revise the Farming section and liaise with KL. Amendments will be circulated by email for comments. The venue(s) for the return of completed papers & other arrangements will be decided at the next meeting.

63. Parish Meeting for Residents.

- a. The aim of the meeting will be to encourage everyone to get involved.
- b. The timing to be discussed for set up requirements. PB to discuss with Paul Avery.
- c. RO said he had a projector for the visual aids but not a screen, although he would be away at the time. PB to arrange either with RO or to contact Chris Smith to find out what he used for the Public House meeting or Herefordshire ND advisors.
- d. RA to investigate hall bookings for NDP focus group meetings.
- e. Drinks & food organiser – PB to ask Paul Avery.

64. Focus Groups - Deferred to next meeting.

65. AOB - As it was getting late it was agreed to defer any further discussion to the next meeting.

66. Next meeting to be held at the Hall on Wednesday 12th September at 7.30pm & Monday 8th October, 7.30pm was provisionally arranged.