

LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN
MINUTES OF MEETING OF STEERING GROUP
On Wednesday 12th September 2012, at the Memorial Hall

Present: Peter Broadbent (PB), Kate Lomax (KL), Ron Addis (RA), Kinsey Hearn (KH), Dee Wetherill (DW), John Parker (JP), Isobel Hutton (IH)

Before the meeting began PH read out an e-mail from a local resident praising the work of the Group in the production of the Green Paper.

67 Apologies were received from Richard Oliver (RO)

68 Minutes of the last meeting on 29th August 2012 were approved and signed by (PB)

69 No Matters Arising

70 Finances - PB saw Paul Avery with regard to an amended budget and its effects: Paul now feels better about the budget. There was a query on the analysis as to whether it would be paid for by Herefordshire Council (HC) who are indecisive about payment. PB awaits costing with HC they are investigating an inputter at £10 per hour.. It was thought that the HC will not get the government money through in time. PB thought that the analysis could be done in house if the return was around the 35% mark (i.e. about 200), which would be a good return. Also it would be beneficial because the team know the plan and area. We would probably do the analysis ourselves from 9th October.

RA brought in invoices for the printing of the Green Paper.

Paul Avery will open the Public Meeting: he and Liz will pay for the food and drink. The cost of the hall will be approximately £10.

71 Questionnaire - (RA) explained the quotes for printing the questionnaire. He quoted specimen costings from 3 printers, Amey, ABC and Printshop in Leominster. Their quotes included timing and delivery. If more copies were needed it would be by cost per copy. He also said he would go back to them to see if costs were cheaper in Black and White with no colour. It was agreed to go with the cheapest quote from Printshop in Leominster.

Further decisions were made;

- that the map & back page should be in colour
- the pages double sided on A3, folded & stapled
- **MUST BE RETURNED BY 8TH OCTOBER** to be on the front cover
- One questionnaire per eligible person in each household
- Background colour on front & back to be changed from Green Paper

The A3 version with 12 sides is cheaper & was agreed. RA to liaise with printer

KL has amended most of alterations made at last meeting & discussed others. The Farming questions were developed in consultation with KH. The meeting gave approval.

Q26 – suggested that it be replaced with one open question instead.

Q23 – altered

Q13 – substitute PB papers minor amendments made

In addition the first page for HELP needed an idiot test

ABOUT YOU section – delete the word ‘below’

KL will update & circulate for proof-reading so anyone noticing an anomaly to advise.

RA & KH will update the front & back colour pages.

Distribution - KL to contact Roger Phillips regarding use of unedited electoral roll, but there is to be no electoral number on the papers and they will be addressed by name.

There may be a problem concerning those in rented property.

The group will work out how to address each questionnaire personally.

28th September is to be kept clear for distribution.

72 Questionnaire Analysis – awaiting response from Herefordshire Council (see 70 above)

73 Parish Meeting for Residents – RO to liaise with PB to put vufoils on computer/laptop to be projected onto the wall.

Paul Avery will do posters for the village. He will also open the meeting then PB will explain the NDP & steering group.

RA to talk to meeting on development of village and explain the ‘green patch’ (2012 houses to be built) on the paper.

Refreshments are to be arranged by PA for after the meeting.

The Group should refresh themselves regarding the Localism Act in case they are asked, whether things can or cannot be done.

A Drop-in session will be arranged at the Royal George.

74 Focus Groups - PB said he hoped the members of the Committee would specialise.

RA said we would see if there was a response from volunteers to form focus groups after the meeting on the 27th September and that the aim of the focus groups was to probe and listen.

75 - Next meetings Monday 8th October in Memorial Hall and Tuesday 23rd October at The Ovals.

Also 28th September for distribution of questionnaires.