

**Lyonshall Plan Group****Record of Meeting, 7.30pm, Lyonshall Memorial Hall****DATE 19/04/2012****Members present** - Ron Addis, Peter Broadbent, Julia Evans, Kinsey Hern, Kate Lomax, Richard Oliver & Dee Wetherill

	<b>DECISION</b>	<b>WHO?</b>	<b>NOTES</b>
<b>16 Welcome New Members</b>	The chairman welcomed Kinsey Hern and Richard Oliver as new members of the group.		
<b>17 Apologies for absence</b>	- John parker		Done
<b>18 Minutes of the last meeting, 16/03/12</b>	- agreed & signed.		Done
<b>19 Matters arising</b>			Done
	The clerk reported that Herefordshire Council are not sending out representatives at present. They are hoping that queries will be answered at the series of meetings including 14th May in Lyonshall.		
<b>20 Interim Terms of Reference for the Steering Group</b>			Done
	The interim terms of reference were agreed only as a stopgap to be replaced by those devised by the Parish Council.		
<b>21 Aim of the Steering Group</b>			Done
	The aim of the Steering Group produced by the Chairurman was agreed in principle on the understanding that it may evolve and change.		
<b>22 Lyonshall Action Plan (Consultation Process Document)</b>		All	Ongoing
	The paper was agreed in principle as an early working document which will be amended as necessary.		
<b>23 Draft "Green Paper"</b>		All	Ongoing
	Agreed in principle. Peter will produce a report for the Parish Council meeting on 10th May.		
<b>24 Possible Techniques and Methods to use for consulting the community (how to consult, also where &amp; when)</b>		All	Ongoing
	It was felt that some of this had been covered and it would become clearer in time.		
<b>25 Any other business &amp; Items for Next Meeting</b>		Kate	
	Final green paper from Ron		
<b>26 Dates of future meetings</b>		All	
	It was agreed that a meeting on 25th April was unnecessary and that the following one is on 29th May.		