

**LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN**  
**Minutes of Steering Group Meeting 19<sup>th</sup> June 2012 at The Ovals, Lyonshall**

Attendees: Peter Broadbent (Chair) [PB], Richard Oliver [RO], Ron Addis [RA].

John Parker [JP], Julia Evans [JE], Dee Wetherill [DW], Kate Lomax [KL]

**37. Apologies:** Kinsey Hearn [KH]

**38. Minutes of the Meeting of 29<sup>th</sup> May**

The minutes were approved and signed.

**39. Matters Arising.**

It was agreed to publicise the minutes of meetings so that people will become aware of what the Steering Group was doing in the following ways:

- a. Providing a folder left at the Parish Hall: RA will deal with how it will be displayed and submit a receipt for cost of copying.
- b. On the website on its own 'button' (KL).
- c. On the notice board at Stores Row (KL).

**40. Reports on Actions Undertaken**

a. Display at the Parish Jubilee Celebrations

KL had set up a display to raise awareness of the Neighbour Development Plan. It was available to view over the celebrations & she has documented it.

b. Open Letter to Residents

The open letter was circulated as an insert in the July magazine. RA submitted an invoice to KL to present to the Parish Council for the cost of printing.

c. Designation of Lyonshall NDP Area

The boundary for the Lyonshall Neighbourhood Development Plan is the same as the parish boundary and has been registered with Herefordshire Council. Notices are posted around the parish announcing the 6 week consultation period.

Ted Bannister of Herefordshire Council Neighbourhood Planning has been allocated as our Support Officer and it was agreed to invite him to attend the next meeting on Tuesday 10<sup>th</sup> July.

Points that have been or will be raised are:

- what help/advice are available, preferably free?
- advice/support in producing & analysing the questionnaires.
- who are the best contacts?
- what grant/funding is available?
- use of data on the electoral register

**41 Green Paper**

RA explained that the green paper is an evolving document currently likely to contain:

- the history of the County
- comments on the facts of the County
- non-leading areas in which to consider participation
- understanding the Herefordshire plan of growth from 182,000 to 200K

It is expected that some points will be picked up from the questionnaire and a working draft prepared for the next meeting (RA).

The paper will be out in early September. The document will invite the public to an informal meeting, over a glass of wine, regarding how the village has developed over the past 50 years. The meeting will be designed to explain and discuss the process and not any perceived issues. From this meeting it is hoped that focus groups will evolve leading to the second questionnaire and a second meeting.

There will be a review discussion at the next NDP meeting regarding distribution of the paper and invitation in September. It will not be a Parish Council plan, but that of contributors to the questionnaire. PB to discuss with Paul Avery.

PB distributed suggested update for an action plan for discussion at the next NDP meeting, PB will attend the next Parish Council meeting to update the Councillors on progress.

#### **42 Parish Questionnaire**

JE said that she had kept the questions as simple as possible but that she had left out questions about which we are able to do nothing. We will look at all 'wants' even if they appear to be unlikely to succeed, but identify those we deem doable then we can tailor the second questionnaire by a process of elimination accordingly. The questionnaire will be made more concise as to ticking boxes.

Maybe even altering the questionnaire to note

*strongly agree*                      *agree*                      *disagree*                      *strongly disagree*                      *don't know*

Shan and Don Preddy have offered their expertise in formulating & analysing the questionnaires. JE will consult them about the best wording and layout. There should be a deadline date for returns with perhaps door-knocking to encourage response.

There was a discussion on the questions which Kinsey Hearn has submitted with regard to farming and its impact on the parish and surrounding neighbouring parishes i.e. The Yeld, Almeley, and Moorcourt. JE to contact and discuss with Kinsey. There will be longer term planning for orchards with respect to sprays and land use and the effect on the population.

A list is required of all the organisations in the Parish plus the name of the contacts – volunteers to collect the data are needed. The committee will be asked to write to them when the green paper goes out. Among those consulted will be teenagers/older children for their opinions, and also neighbouring parishes on relevant issues. RO to assist JE with the questionnaire.

#### **43 Parish Meeting for Residents**

The proposed date for the meeting is the 27<sup>th</sup> September. It is suggested that Paul Avery will introduce and explain the Neighbourhood Development Plan and how the steering group was formed. PB will explain that the group are facilitating the process which will be explained to the point it has been decided. He will make clear that the group are impartial and it is up to all residents to become involved in the consultations and discussions.

It is hoped that the group will know more about the funding by the above date so that it can keep ahead of the game. The pattern is anticipated to be:

Green paper available & circulated by 13<sup>th</sup> September – meeting on 27<sup>th</sup> September –the questionnaire distributed on 28<sup>th</sup> September.

PB distributed a possible revised action plan to be discussed at the next meeting.

#### **44 Budget for the Plan**

It is difficult to assess costings at this stage but it is anticipated that up to £5,000 may be required. More information should be available from Ted Bannister & the Herefordshire team.

#### **45 AOB**

Items for the next meeting :

- to update the action plan
- to consider the draft Green Paper
- to receive a progress report regarding the budget
- to consider the revised questionnaire

#### **46 Date(s) & Venue(s) of Next Meeting(s)**

The dates for the next two meetings will be on Tuesday 10<sup>th</sup> July at the Ovals and Wednesday 29<sup>th</sup> August in the Memorial Hall.