

# LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN

## MINUTES OF STEERING GROUP MEETING

Monday 22<sup>nd</sup> July 2013, 7.30pm in the Memorial Hall, Lyonshall

Present – Ron Addis (RA), Peter Broadbent (PB), Kinsey Hern (KH), Kate Lomax (KL), John Parker (JP) and Richard Oliver (RO) who arrived during item 134.

**130. Apologies** were accepted from Dee Wetherill (DW) & Isobel Hutton (IH).

**131. Minutes & Matters Arising** – RA is dealing with the latest census figures and will circulate the information.

**132. Updated Action Plan** – This was **agreed** with the understanding again that it is under constant review.

### **133. Second Questionnaire**

a. Progress Report. Two drafts of the final document were tabled; one for the wording and the other of the layout, including an artist's impression of the village centre vision. The drafts were discussed, some amendments were incorporated and the document was **approved**. RA, PB & KH will progress the document and consult by email as necessary. KL will ensure that the maps are registered. She will also check that the prize draw does not contravene the Lotteries Act or in any way invalidate the plan with the inspector.

b. The approximate printing costs will be similar to the first questionnaire. It was **agreed** that no expenditure will be incurred until the decision on the grant is received.

### **134. Community Involvement**

There was a discussion on how to raise interest and enthusiasm for completing the Second Questionnaire and during the final stages of producing the NDP. It was **agreed** that distribution will be mostly by members of this steering group as it is an autonomous body. Follow up visits to residents will be allocated to group members to ensure that the return rate is as high as possible. Members were asked to focus on raising general interest in the NDP and stressing the importance of returning the second questionnaire.

The following publicity methods were discussed and PB hopes that members will take on board one of the strategies for keeping the plan live:

- A public meeting is provisionally arranged for Monday 23<sup>rd</sup> September before the second questionnaire is delivered to every elector.
- Website Updates
- Hereford Times, parish magazine and other publications
- Lamp posts & noticeboards
- A drop-in evening

### **135. Attendance at Steering Group Meetings**

PB pointed out that it is becoming increasingly important to have full attendance at meetings if possible.

### **136. Future Meetings**

a. Steering Group - The meeting on the 12<sup>th</sup> August will be to check the final draft of the second questionnaire. A further meeting on 28<sup>th</sup> August is provisionally arranged if it is needed. Both meetings are at 7.30pm in the Memorial Hall. Preparation for the public meeting on 23<sup>rd</sup> September, 7.30pm, Memorial Hall will be by email.

b. Parish Council – The next meeting is on Thursday 12<sup>th</sup> Sept, 7.30pm, Memorial Hall.

**137. AOB** The following topics were raised – holidays, analysis of questionnaire, items from the Herefordshire Council Neighbourhood Planning Newsletter 4 and the Lyonshall Development Zone.