

# LITTLE BIRCH and ACONBURY

## NEIGHBOURHOOD PLAN – STEERING GROUP

### Notes for Meeting on 11<sup>th</sup> September 2017

**Present:** From Little Birch; John Jones, (Chairman), Ben Roberts, Mike Morley, Elaine Godding, Sandra Cameron, Steve Naylor, Cathy Sadler, Alison Clarke, Denise Rees, Kate Dillon and from Aconbury; Owen Cockram, Mike Leigh,  
**Also:** Sophie Glover (Clerk). **Dr David Nicholson** (Consultant)

Meeting started at 7.31pm

1	<b>Welcome and introduction to the meeting</b>	Actions
1	<p>The chair welcomed all to the meeting.</p>	
2	<p><b>Presentation from Dr Nicholson on Reg 14 and what it means.</b>            Dr N. confirmed that we had both a PC and a Parish Meeting resolution to put the 3<sup>rd</sup> draft of the NDP forward for Reg 14 consultation.            We have had the SEA from Herefordshire Council, we have also had the HRA from them. He will read them in detail over the next days, and will go back to HC to resubmit them to HC. They will run hand in hand with the draft plan now.            DR N had circulated some thoughts for discussion. There is a minimum 6 week period for the consultation. A copy of the draft will go onto the website, consultees will be directed to the web site to see copies of this.            Copies to residents, flyers on notice boards, info in the newsletter, Much Birch surgery, Wormelow stores, drop in session in the village hall.</p> <p>Appendix 2, is decisions needed to be made tonight.</p> <p>1- Copies to each household? Dr N said printing it is absolutely fire proof, but you could do it through the web, or through a flyer offering advice as to where to access the draft copy. A discussion ensued as to the merits of either system. JJ suggested voting on the way forward.            ML thought that hand delivering them was the best way to ensure a good response to the consultation.            To hand deliver to every property: Proposed by KD, seconded by EG. For:10 Against : 2 It was decided by the steering group to send copies to each property.            We will need 150 copies – clerk to cost getting these printed.</p> <p>2- Where will copies of the plan be held for locals to look at? The Castle Inn was suggested as an ideal place. SC will ask them if that is alright. AC asked how people should respond to the draft? On the comments form attached.</p> <p>3- How do we get the comments form back? Through a drop box, perhaps at the Castle Inn (this wasn't liked as the thought was that the Castle Inn wasn't suitable as a venue for depositing forms), also there is a letter box at the village hall that could be used. Some could be scanned, and e mailed to the clerk, also post to the clerk, or bring them into the drop in session, also fill a form in on line. ML asked if the comment forms would be anonymous? No they are not.</p>	

	<p>Dr N, whose name would be on the bottom of the letter? MM suggested that it should be the PC chairs. MM proposed this 10 voted in supported, with the chairs not voting.</p> <p>4- When will this process start? When the papers have been back to HC, possibly 6 weeks. It was decided not to set dates at this point, but to get quotes for the printing etc. Draw up responses form etc.</p> <p>Dr N's point 3, Actions He ran through the actions list. JJ will get some quotes, including the people who did our NDP questionnaire. Clerk to draw up a note for what we will be looking for from the printers.</p> <p>Dr N suggested we should reconvene in about a month to look at everything for the Reg 14 - 6 week consultation.</p> <p>Item 7, the drafting of the consultee list – who should get directed to look at the plan? ML mentioned that the Duchy should be on the list, Dr N asked for the steering group to look at the draft list that he will draw up to identify any one that we have missed off. MM proposed JJ to assist with this.</p> <p>Stage 2. Issue consultation e mail (clerk). The steering group will distribute the plan to the households in the NDP area. The plan will also go onto the website. Clerk will be receiving lots of comments e mails, these will be collated and returned to Dr N. OC: what happens to any comments, who decides if we change the draft plan based on the comment? It comes back to the steering group for discussion. It also goes to HC for their consideration. ML had a copy of another Parishes comments form - this will be passed to Dr N for inclusion of parts in the LB &amp; A response form.</p>	
3	<p><b>Questions from the floor</b> Covered above.</p>	
4	<p><b>Identifying the way forward – Reg 14 consultation distribution of draft plans, open events etc.</b> Covered above.</p>	
5.	<p><b>Finances for the NDP</b> The clerk had applied for the next tranche of grant, this has been received and is now in our bank account.</p>	
6.	<p><b>Date and time of next meeting</b> Weds 11<sup>th</sup> October at 7pm</p>	Meeting closed at 8.43pm