

LYONSHALL PLAN STEERING GROUP MEETING

Minutes of Meeting, Tuesday 29th May 2012, 7.30pm at The Ovals, Lyonshall

Members present - Ron Addis, Peter Broadbent, Julia Evans, Kinsey Hern, Kate Lomax, Richard Oliver, John Parker & Dee Wetherill

27. Apologies for absence

None

28. Minutes of the Meeting of 19th April

The minutes were **agreed** by the group & signed by the chairman.

29. Matters Arising

The interim Terms of Reference will no longer apply but be replaced by those in the next agenda item.

30. Terms of Reference

The Terms of Reference for the Steering Group provided by Parish Council were discussed. The need to keep the Parish Council informed before any major steps are taken and to make meetings open to the public were noted. Peter had submitted the action plan agreed by the group (minute 22). Ron asked for some clarification about how the members of the steering group had got their places. Kate explained that the initial members were volunteers from a request by the PC in the parish magazine supplemented by volunteers recruited to cover some gaps in representation in the farming community and younger people. It is recognised that the group cannot be representative of all parts of the community but ways would be sought to obtain the views of all. The Terms of Reference were **adopted**.

31. Report of the Training Meeting with Herefordshire Council on 14th May

Ron, John & Kate attended the training session & reported back. The next draft of the Herefordshire County Planning Policy will be out for consultation in the summer. At the moment the UDP (Unitary Development Plan) has been extended. A communication to parishes is being produced by Herefordshire Council and is presently in draft form. It was suggested that, with an active committee, 6 months could be a realistic time-scale for a Neighbourhood Development Plan (NDP). The NDP is for land use and development only. The Parish Council decides on producing a NDP & registering the boundary. S106 money will continue to benefit parishes plus a community levy on the owner of the land for development will go to the county for infrastructure. The variety of evidence gathering techniques were set out in a methods matrix.

Kate confirmed that the PC has agreed to and is registering the Lyonshall Parish as the boundary of the plan.

32. Display for the Parish Jubilee Celebrations.

It was **agreed** to use this opportunity for providing information and awareness-raising rather than evidence gathering.

John will provide a table and Ron will provide a gazebo. Kate will produce a display including the 4 heading diagrams, request offers to be contacted, map, copies of aims,

open letter, steering group members, terms of reference, draft action plan, draft action plan, methods matrix & other similar information.

33. Parish Meeting for Residents

Ron produced a draft of an open letter to circulate with the June/July parish magazine. The letter was **agreed** with some minor amendments. The timing of the meeting for residents was considered and it was agreed that September is likely. A provisional date of 27th September was agreed. There is likely to be a meeting, a questionnaire and a discussion document, the final order to be decided.

34. Questionnaire for Residents

It was **agreed** that Julia will collate the drafting of questions for inclusion in a parish questionnaire for residents. All members were asked to submit their questions by 11th June. The development of the questionnaire will be the main focus of the next 2 meetings.

35. AOB & items for next meeting.

Agenda – report of the jubilee display

- collating, discussing & formulating questions for the questionnaire.
- costs of questionnaire, evaluation & funding.

36. Date(s) and Venue(s) of the next meeting(s).

The next 2 dates were agreed as Tuesday 19th June and Tuesday 10th July at 7.30pm. As the hall is not available and these are working meetings it was agreed to hold them at The Ovals. Kate pointed out that when possible the group should aim to meet in the hall in order to be open to the public as per the Terms of Reference. Everyone agreed to that aim.

The meeting closed at 8.50pm.

Signed _____ Chair Date _____