

Goodrich and Welsh Bicknor Parish Council
Neighbourhood Development Plan

Steering Group Meeting – Ye Hostelrie - 24th August '16 – Meeting Notes

Present:

Ian Corker / Phil Dryden / Adam Fletcher / Ken Gort / Robin Hulse / Becky Roper / Janet Sheldon

Apologies received:

Chris Hulbert / Mark Jessup / Lawrie Lowe

Parishioners In attendance:

Tom Watson

Please note that Steering Group Minutes are distributed to all those who have expressed interest in the progress of the NDP.

Parishioners are welcome to attend and contribute to discussion at Steering Group meetings...

The next meeting of the Steering Group will be at 8.00 p.m. on Wednesday 7th September at The Royal Hotel.

Introduction - AF

We have now received confirmation of Goodrich and Welsh Bicknor NDP Area Designation from Herefordshire Council along with their Service Level Agreement and copies of HC Budget Checklist and Project Plan Templates.

Some members of the Steering Group are struggling to gain access to the Dropbox (on-line filing system) which needs to be resolved.

ACTION:

- AF and Nigel Roper to sign and return the SLA to HC in the next 5 days.
- AF to investigate access issues with Dropbox and advise all and consider how it may be more effectively used by all involved in the NDP process.

1) Communications

- a) RR reported that the NDP website has been set up and is now ready for release, the web address is: www.goodrichneighbourhoodplan.wordpress.com/
- b) The Facebook Community Page is now ready for release, please take a look and encourage all those who are Facebook users to like the page and build the Community, it can be accessed at: www.facebook.com/goodrichcommunitynoticeboard/
- c) Links are to be added to St Giles Church and the Village hall websites on the Facebook Page.
- d) The Facebook page is a community resource and access to it will be enabled for any individual or local group who wish to post information on it.
- e) An initial press release has been drafted and comments noted, the revised press release will be sent to Village news, Border News, Monmouth Beacon and Ross Gazette.
- f) A reformatted copy of the information contained in the press release (NDP News Update) will be sent to all parishioners on our Email list, to the Village Hall Email circulation list, with copies made for notice boards of the Parish Council, for the Village Hall Notice Boards, the local pubs, village shop, Royal Hotel etc.

ACTION:

- AF to send PR for Border News, Village News and Monmouth Beacon and Ross Gazette.
- AF to produce "NDP News Update" and circulate via Email.
- RH to take copies of the "NDP News Update" and ask local pubs etc. if it's possible to display them.
- KG to add "NDP News Update" to Village hall notice boards.
- RH to circulate copies of "NDP News Update" and Email consent for at Coppett Hill 30th Anniversary Event on 10th September.
- RR to add "NDP News Update" onto the NDP Website and Community Facebook Page
- ALL To obtain wider representation, e-mail addresses to be obtained wherever possible and people put on the routine circulation of minutes and other documents.

2) Initial Public Consultation

- a) JS has produced a summary report into the actions required to meet the proposed initial public consultation dates of the 2nd 3rd and 4th December. The Village Hall has been booked for these dates. The report has highlighted a number of critical paths the most important of which is to get work on the Key Themes started ASAP.
- b) The Key Themes and the Steering Group Lead Volunteer are as follows:
 - i) Housing – TBA.
 - ii) Tourism, Employment and Local Economy – Graham Howells.
 - iii) Community, Leisure and Sport – Phil Dryden.
 - iv) Natural Environment - TBA.
 - v) Heritage and Built Environment - TBA.
 - vi) Public Rights of Way, Transport and Roads – Robin Hulse / Mark Jessup

ACTION:

- AF to advise all in the community of the need for volunteers to come forward and provide assistance with these Key Themes via the PR and NDP News Update.

3) Funding

- a) KG and CS have reviewed the funding documentation in detail and believe the process of application is fairly straightforward and can be completed reasonably quickly. They have however identified one critical element in the first round of funding application, that is a copy of the quotation from the Consultants **must** to accompany the application.
- b) HC Project Plan – Now we have this document it needs to be completed and reviewed, this will identify the likely areas of involvement of consultants.
- c) HC Budget Planner – This is much more comprehensive than the information required in the submission but needs to be reviewed along with the Project Plan.

ACTION

- AF to produce a first cut of the Project Plan and Budget Planner and circulate to all for comments and amendments via Email.
- IC to draft a specification based on anticipated need identified in the project plan and submit it to the three identified Consultancy organisations for their comments and a quotation.

4) Future Steering Group Meeting Dates

- a) Are as follows: 21st September – Ye Hostelrie, 5th October – Cross Keys, 19th October – Royal Hotel.

ACTION

- RH to confirm dates with proposed venues.
- RR to add the meeting dates to the Website and Facebook.

The next meeting of the Steering Group will be at 8.00 p.m. on Wednesday 7th September at The Royal Hotel Symonds Yat and will be Chaired by Becky.

Confirmed as an accurate record of the meeting:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

AF 25/08/2016