

## Record of Much Birch Neighbourhood Development Plan Steering group meeting 2 February 2017

**Present.** Dave Goldsmith ( Chairman), Chris Grover (Finance/budget), Shirley Coates, Steve Turner ( PC) Roisin Burge (PC) Lesley Gare, Rosemary Rigby.

**1. Apologies** Trisha Egerton

### **2. Record of meeting 1 December 2016.**

The minutes of the meeting had been circulated prior to the meeting and were agreed to be a correct record.

### **3. Matters arising**

**(1)** The **Terms of reference** and responsibilities of the **'Codes of conduct'** were confirmed together with a shared understanding of the roles and responsibilities of the Steering group and Parish Council. It was agreed that **'Declarations of Interest'** would become a standing item for all meetings of the Steering group.

(ii) It was agreed that the proposal to invite Ms Swinglhurst to address the group (and share experience of NDP development) would be discussed at a later date.

(iii)**Dates of Meetings.** The Chairman circulated and a list of dates of meetings for the year was confirmed. Where possible meetings are planned to take place one week in advance of meetings of the parish Council (and thus facilitate early reporting back on developments/ recommendations)

#### **Dates of Steering Group meetings (2017) to take place at Much Birch Community Hall 7.30pm**

2 March; 30 March; 20 April; 1 June; 29 June; 31 August; 28 September; 26 October; 30 November

**Should additional meetings become necessary information will be circulated via web site and notices.**

#### **Members of the Much Birch Neighbourhood Development Plan Steering group (updated)**

<b>Dave Goldsmith (Chairman)</b>	<a href="mailto:goldsmith509@btinternet.com">goldsmith509@btinternet.com</a>
<b>Chris Grover (Finance)</b>	<a href="mailto:cjgrover@waitrose.com">cjgrover@waitrose.com</a>
<b>Shirley Coates</b>	<a href="mailto:shirleycoates35@btinternet.com">shirleycoates35@btinternet.com</a>
<b>Trisha Egerton</b>	<a href="mailto:tricia_egerton@btinternet.com">tricia_egerton@btinternet.com</a>
<b>Miss Rigby</b>	Cartref, Tump Lane, Wormelow
<b>Steve Turner (Parish Council rep)</b>	<a href="mailto:turnersofcrossways@btinternet.com">turnersofcrossways@btinternet.com</a>
<b>Roisin Burge (Parish Council rep)</b>	<a href="mailto:roisinburge@hotmail.com">roisinburge@hotmail.com</a>
<b>Lesley Gare</b>	<a href="mailto:Lesley@lgare.orangehome.co.uk">Lesley@lgare.orangehome.co.uk</a>

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#### **4. Discussion re Consultant Engagement.**

The Chairman (Dave G) reported back on a meeting (January 2017) which he had attended together with Chris G (Finance) and members of the Herefordshire Council NDP advisory/support group.

The Council advisors were clear that they were not able to advise on the suitability of Consultants but did provide a list of Consultants who have experience of working with Neighbourhood Development planning groups in and around Herefordshire and some at a regional and national level.

The Chairman had written to invite proposals of interest to seven from the list and reported the following response.

2 declined

2 no response to date.

3 information returned and details circulated to members of the Steering Group.

**Action** It was agreed that two of the Consultancies would be invited to make a 20 minute presentation (with time for questions) the next meeting of the Steering Group 2 March 2017. Members of the Steering Group were asked to send any questions which they would like to be asked to the Chairman by 19 February. The Chairman will then draw up an agreed list of questions to be put to both representatives attending on behalf of consultancies and circulate.

#### **5. Application for funding grant.**

Chris G reported that further study of '**NDP Funding documentation**' together with guidance from Karla Johnson and Dave Tristram ( Meeting January 2017) indicated that the Steering group would require the assistance/experience of the Consultant ( yet to be appointed) in order to complete the complex task of completion of a budget forecast for the Much Birch NDP project. The draft application would then be passed to the Parish Council who have responsibility for submitting the application to the Herefordshire Council.

Subject to the appointment of a Consultant it is anticipated that the draft budget plan will be drafted in March for presentation to the Parish Council meeting 6 April 2017.

It was agreed that when the funding application has been agreed the Steering group would require a monthly budget update from the Consultant which d any other miscellaneous items would be reported upon to the Parish Council.

#### **6. Communications.**

The Steering group are committed to interesting and engaging with as many local people as possible to contribute to the development of the Much Birch NDP. In order to ensure this and to demonstrate **Transparency** (ref agenda item 2) members of the group discussed ways in which information might be effectively circulated within the community and the development of a communications strategy.

The Chairman agreed to take responsibility for taking forward discussions about communications via the PC web site and will make early contact with web master Terry Cook to take this forward. The Newsletter for King's Thorn, The Birches and Aconbury, Local Notice Boards, Pub notice Boards, The Surgery, and Hereford Times Village notices were identified as possible sites for distribution of information.

#### **7. Action Plan.**

The Chairman noted that this item had been addressed in discussion of previous agenda items.

#### **In summary:**

**Confirmation of arrangements to ensure transparency of work of steering group**

**Arrangements for appointment of Consultant**

**Budget development**

**Communications strategy development**

#### **8 AOB**

**Date of next meeting      2<sup>nd</sup> March 2017, 7.30pm Much Birch Community Hall.**