

## **Record of Much Birch Neighbourhood Development Plan Steering group meeting 20 April 2017**

**Present.** Dave Goldsmith (Chairman), Chris Grover (Finance/budget), Trisha Egerton, , Shirley Coates , Roisin Burge (PC) , Chris Gooding (Data Orchard)

**1. Apologies** Lesley Gare, Steve Turner (PC), Graham and Betty Philpott, Steven Holder

**2. Declarations of Interest** No declarations of Interest.

**3. Approval of minutes/notes of last meeting.**

The minutes of meeting 30 March were approved.

**4. Public Launch event.**

The aim of the 'Public **Launch**' is to provide updated 2017 (base line) NDP information about Much Birch Parish (the previous parish plan was published in 2004) .This information will be 'themed in displays including e.g.

Community profile (a picture of the Much Birch Community today) including large scale map and list of community assets.

Much Birch in relation to Herefordshire Planning (Core strategy and environmental assessment) and NDP requirements.

Future Housing and land use

Road Transport and public rights of way (getting about)

Preserving and developing community Services and facilities whilst protecting the rural character of the area.

Parishioners will be invited to review this information and give their opinions about priorities and how they might wish to see Much Birch Parish plan develop to meet the changing needs and challenges ahead from 2017 to 2031.

A range of methods will be used to seek the required information and the launch may also act as a recruitment vehicle for volunteers to assist with specific tasks e.g. delivery of questionnaires.

**Date of Launch** **Tuesday 13 June 2017.**

**Much Birch Community Hall from 2 to 7pm**

**Publicity for Launch**

**Print Flyer advert**

The key messages for the design of a simple, clear flyer were discussed and it was agreed that the Chairman would circulate a draft for comments and recommendations.

Chris G (Data Orchard) to send to the Chairman a list of printers from which three would be selected for quotes for printing flyer.

Distribution of flyer to be discussed in more detail at the next meeting and it was agreed that copies should be included in the June 2017 publication of following newsletters.

(i) Newsletter King's Thorne, The Birches & Aconbury. Editor Liz Hall

Address: [editorial@birchesnews.org.uk](mailto:editorial@birchesnews.org.uk)

Final date for copy for June edition: **18 May 2017**

(ii) Parish Magazine/newsletter. Editor Julie Green

Address: [wormelow100@gmail.com](mailto:wormelow100@gmail.com)

Final date for copy June edition **Sunday 14 May 2017**

### **On line publicity**

Parish Council web site, Facebook. Chairman to take forward.

### **Local Community groups**

It was agreed that contact should be made and invitations issued to local community groups and organizations including WI, Gardening group, Bridge club. John Jones to be asked for advice on this. Contact to be made with MB school (RB) and surgery.

### **Parish Maps (updated)**

The Chairman reported on an initial consultation with 'Hoople' about the facility for producing and cost of updating and enlarging maps ( to include boundaries, footpaths, houses) It was agreed that an order be placed for the setting up ( one off cost £23) plus two copies AO size 1:4000 @35.

### **Factual information update.**

Chris G (DO) undertook to provide an updated Parish data profile with charts and tables. The Chairman circulated photos he had taken of a number of points of interest in the Parish and these will be forwarded to Chris.

### **Refreshments.**

Mrs Sylvia Jones has kindly offered to organize refreshments for the event.

### **Launch Actions check list.**

**a. Flyer printing and web site arrangements.**

Chairman.

**b. Action Timeline.** The Chairman circulated a time line of actions.

**c. Maps** Chairman to follow up with Hoople

**d. Headings and themes for Launch event** Chairman to redraft for next meeting.

**e. Updated Parish Profile.** Data Orchard to send in one week.

**f. Finance.** Chris G (Budget) to liaise with Clerk to Parish Council and check protocol for authorisation of use of funds

**g. Printers** (list of) Chris (DO) to end list to Chairman)

**h. WI contact.** Shirley to follow up contact with WI.

**5. Other matters arising from last meeting.**

The Chairman circulated a draft of Much Birch NDP '**Vision and objectives**'. 'To be further discussed at next meeting.

**6 AOB**

**7. Date of Next meeting 1 June 2017 7.30 pm**

**Please Note.**

A sub group meeting to discuss detail of final arrangements for 'The Public launch 'will be held on Wednesday 17 May ,7.30 at the Chairman's house ( Directions to be circulated closer to the date with and action list).