

Record of Much Birch Neighbourhood Development Plan Steering group meeting 30 March 2017

Present. Dave Goldsmith (Chairman), Chris Grover (Finance/budget), Coline Grover, Shirley Coates ,Steven Holder, Steve Turner (PC) Roisin Burge (PC) , Rosemary Rigby. Chris Gooding (Data Orchard) Cllr Alison Cook (Chair, Much Birch Parish Council)

1. Apologies Trisha Egerton, Lesley Gare, Graham and Betty Philpott

2. Discussion regarding the plan going forward with Data Orchard.

The Chairman welcomed Chris Gooding (D.O) to the meeting and invited him to provide an introduction and overview of the way in which Data Orchard might work with the Steering group to achieve a successful outcome to the Much Birch Neighbourhood Development Plan.

(a)Chris circulated a copy of a document /diagram setting out shared roles and responsibilities, Parish Council, Consultant (Data Orchard) and Local Authority. It was agreed that the first two actions/ areas had been completed i.e. (i). Designation and (ii) Setting up committee, draft project plan and completion of application for financial support (to cover first six months to Feb 2018). The Chairman thanked Chris Grover (Finance/budget) for his work on this.

(b) Public Launch event. (Item three on diagram)

Chris explained the purpose and process of the event which would provide an opportunity to explain to members of the community the process of NDP development, present facts and figures, and seek ideas/identify issues going forward.

The distinction was made between the NDP Initial launch seeking interest/ volunteers to take forward the idea of an NDP for Much Birch and the '**Public launch**' which will set out in more detail base line research about the locality and Much Birch community.

The aim of the '**Public Launch**' will be to seek the views of representatives of a wider cross section of the community (than currently represented on the Steering group) and thus broaden and deepen understanding of areas/issues to be addressed to meet the changing needs of the Much Birch community 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.

(c)Pre Launch Research needed .**Data.** The development of a Much Birch Community Profile (building a picture of the community) based on publicly accessible statistical information e g Population, Households, demographic data. Note this was provided for the 2004 Parish plan so comparisons should be possible.

Community Assets, e.g. Health, affordable, private, rented housing, Playing fields, village hall. Note need to identify any shortfall to inform vision and objectives for future plan.

Review of local plans. Note. An initial scoping Environmental assessment prepared by Herefordshire Council has been completed and is due to be published. The contents will need to be taken into consideration in the development of the NDP. Ideally a copy of this document should be made available for the '**Public Launch**'

(d) Areas, Issues, Topics to be 'headlined' at the launch (and to form the baseline for development of vision and objectives on NDP)

Chris provided a further hand out setting out some of the issues covered by Neighbourhood plans. These will need further discussion in preparation for the '**Public Launch**'. Infrastructure, Environment, Housing and Community facilities are but four from a list of fourteen.

The Chairman thanked Chris for his informative and helpful advice.

3. Declarations of Interest. There were no declarations of interest.

4. Approval of minutes/notes of last meeting.

The minutes of meeting 2 March, 2017 were agreed and confirmed.

5 Matters arising.

Communications strategy.

The importance of the development of an effective community wider communications strategy had been stressed and it was confirmed that

The Parish Council will hold copies of all NDP meetings and relevant documents on their web site in the NDP section

A Facebook page linked to the Parish Council web site will be taken forward by the Chairman.

The current e mail list will be extended at every appropriate opportunity.

The Birches Newsletter and Parish magazine will be used to circulate updated summary information about NDP developments.

Further consideration to be given to Focus groups (hard to reach individuals) groups and Expert Witnesses for Qualitative data

6. AOB. Action plan Meeting 20 April 2017

It was agreed that members of the group would prepare for the meeting on 20 April as follows.

a. Confirm date for Public Launch. Action. Chairman to check with Manager of MB Community Hall about dates available in June.

b. Data. (Parish) Review data available to date for possible use at Public Launch. E.g. Local Historical information, Parish plan 2004?

c. Confirm printing of a Flyer for Launch event and arrangements for leafleting all households.

d. Check outline arrangements for areas to be covered in designated areas of hall (with back up information) Housing, environment, transport etc. and possible a route/flow through.

e Check equipment needs **f.** Attractions for younger visitors. **Most important of all.....Refreshments!**

7. Date of next Meeting 20 April 2017. Much Birch Community Hall 7.30pm