

Much Birch Neighbourhood Development Plan Inaugural Meeting of Steering Group

27 October 2016 , 7.30pm at Much Birch Village Hall

Agenda (based on Herefordshire Council Neighbourhood Planning Guidance Note 28 "Setting up a Steering Group)

1. Introduction and exchange of information about interests, experiences, skills of those who were willing to volunteer their services for the steering group. The need throughout the ND planning process to consult with and encourage contributions from a broad/diverse range of local residents was noted.

2. Election of Chairman and Formal establishment of Much Birch Neighbourhood Development Planning steering group.

Chairman David Goldsmith

Budget plan Chris Grover

Parish Council members Steve Turner, Roisin Burge

Steering group members Shirley Coates, Geoff Nichol (three prospective members sent apologies so this information will be updated.)

Members of the Steering group Steering Group confirmed acceptance of the need to abide by the principles and practice of the Parish Council code of Conduct including declarations of interest

3. Terms of Reference for Steering Group.

A draft (based on a model provided by Herefordshire Council) was discussed and subsequently agreed by the group. A copy to be passed the Parish Council

4 Service level agreement: Detail and responsibilities.

The main areas of responsibility as set out in templates 'Draft Project Plan and Budget sheets', were discussed and the need for clarification about whether the SLA had been signed on behalf of the PC. RB to make contact with Karla Johnson (MB designated support Officer) and arrange for Karla to attend next meeting of steering group

5. Next Steps. Developing a vision and Objectives

It was agreed that as a starting point the group would undertake basic research to gain up to date information and statistical data/evidence upon to build a picture of Much Birch Parish today. Information about the Herefordshire Local Plan Core Strategy 2011-2031 as it applies to Much Birch and Housing development needs would be sought from the Support Officer.

Members of the group were encouraged to read the ND Plans of areas that have had a successful outcome including Weston under Penyard.

This would inform initial ideas for development of a draft vision and objectives for further community consultation.

Date of Next meeting Thursday 1 December 2016 7.30pm

References : Herefordshire Council web site under **Neighbourhood Planning Guidance.**

Guidance note 28 **Setting up a Steering Group (Appendix 1 includes model terms of reference)**

Guidance note 6 **Developing a vision and objectives.**

Roisin Burge MBPC Steve Turner MBPC.