

Much Birch Neighbourhood Development Plan meeting 1 December 2016

Present. Dave Goldsmith (Chairman), Chris Grover (Finance/budget), Shirley Coates, Steve Turner (PC) Roisin Burge (PC) Trisha Egerton, Rosemary Rigby. Karla Johnson, (senior planning Officer Neighbourhood team)

1. Apologies Mary Levy-chance

The Chairman welcomed Karla Johnson who will provide advice and support for the MB NDP Steering group.

2. Notes of meeting 3 November 2016.

RB read out the record of the Inaugural Meeting of the MB NDP Steering Group.

3. Matters arising

Membership of Much Birch NDP Steering group

Since the meeting Geoff Nichol had advised colleagues that he had taken the decision not to continue as a full time member of the steering group but would be pleased to make himself available to assist with future tasks for which the Steering group might seek volunteer community support e.g. distribution and collection of questionnaires. The Steering group were appreciative of this offer and will contact Geoff in the future. The importance of open meetings and encouragement of members of the community to participate in the development of the NDP was stressed together with the need to develop a communications strategy to enable this to happen.

Two new members of the community Tricia Egerton and Rosemary Rigby expressed interest, availability and willingness to join the steering group and were warmly welcomed.

All members of the group agreed to the publication of their e mail addresses.(for local contact purposes)

Members of the Much Birch Neighbourhood Development Plan Steering group (confirmed)

Dave Goldsmith (Chairman)	goldsmith509@btinternet.com
Chris Grover (Finance)	cjgrover@waitrose.com
Shirley Coates	shirleycoates35@btinternet.com
Trisha Egerton	tricia_egerton1@btinternet.com
Rosemary Rigby	Cartref, Tump Lane, Wormelow
Steve Turner (Parish Council rep)	turnersofcrossways@btinternet.com
Roisin Burge (Parish Council rep)	roisinburge@hotmail.com

Service Level agreement.

The copy of the SLA (signed by the Chairman of the Parish Council) was passed to Karla Johnson for signature by the Local Authority representative.

Draft Project plan.

Following discussion at the meeting of 3 November the Chairman had prepared and circulated a draft Project plan which will form the basis for planning and review over the period of Much Birch NDP development. The plan (based on guidance for NDP) was agreed by members of the steering group.

4. Discussion with Karla Johnson and review of information supplied.

Karla introduced herself as an adviser to a number of parishes all of which are at different stages of NDP development/achievement

Herefordshire Local Plan Core Strategy 2011-31

Karla provided updated information with regard to the (Core Strategy) identified projections for Housing development for Much Birch 2011-2031.

% growth target (Core strategy) for (Kingsthorpe, Wormelow, Much Birch, Axe and Cleaver) combined areas

14% which equates to **New Houses required = 57**

As at April 2016 progress towards achieving this target is as follows:

Target	Completions @20/11/2016	Commitments April 2016	Total
57	4	35	39

Timescale for NDP completion.

A plan can take up to 2/3 years in development with the timescale being dependant on the knowledge and skills of those who volunteer to assist in the process e.g. there may be a volunteer in the parish who could offer expertise in legal matters.

Use of Consultants.

Some parishes employ a consultant from day 1 whilst others use them for particular tasks. Karla advised that if MB wish to consider using a consultant it would be best to invite three or four to make a presentation and then choose one that is best fit to local needs and circumstances. National, regional and local consultancy services are currently being employed by parishes in the Herefordshire area and outcomes of their work can be viewed on published NDPs (e.g. Eardisley, Sutton St Nicholas, Weston under Penyard.). **Action, Karla will send a list of consultants and details as information for the steering group.**

Application for funding grant.

A Specialist project support Manager Dave Trisham will be able to advise the steering group on this and a template is available to assist with drafting a budget plan and application. **Action: Chris Grover (budget finance) and the Chairman will make an appointment to meet Dave Trisham early in the New Year.** It was suggested that funding for maps, printing, questionnaires and analysis and costs of hall bookings should be included in the budget.

5. NDP Terms of reference.

These were confirmed and copies to be circulated and made available on the web site.

6. NDP Draft Project plan.

It was agreed that this document would provide a central focus for planning and review for activities undertaken by the steering group. Progress would be regularly reported upon through a comprehensive Much Burch NDP Communications strategy which will be developed early in 2017. A web site is already in place and the web master awaiting further information from the steering group.

7. Review of completed (successful) NDPs.

In the early stages the Weston under Penyard NDP group concentrated on **Funding, web site creation, communication strategy and recruitment of a large team of volunteers.**

IN addition the following areas were the focus of research in order to inform the next stage

Community profiling e.g. Gathering statistical data on Much Birch 2016 including population size, employment and other data to give a picture of the area (Karla Johnson said she could help with this)

Identifying Community Assets, their condition and location e.g. school, footpaths, health, accommodation

Reviewing existing plans i.e. existing parish plans.

8. AOB

Miss Rigby suggested that it might be helpful to invite a representative from the Welsh Newton Common group to share their experience of NDP process. This will be followed up once the MB NDP group is more established possibly March 2017

9. Meeting dates 2017

It was agreed that the group meetings would be held one week in advance of the Parish Council meetings.

Dates for 2017

January. No meeting .February 2, March 2, March 30, April 27

May No meeting, June 1 and 29

July no meeting

August 31, September 28, October 26, November 30, December no meeting.

The Chairman thanked Karla Johnson and members of the committee for their attendance.

Date of next meeting 2 February 2017 7.30pm.