

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 1, Monday 24th April 2017 8pm

Pateshall Hall, Allensmore

1. Introduction and Welcome
2. Apologies for absence
3. Appointment/confirmation of officers
4. Designation progress
5. Project Plan
 - a. Next stage detail
 - b. Outline to end of project
6. External consultants
 - a. Decision to go to tender
 - b. Tender process
7. Finances/Grant Applications
8. Communications
 - a. Within steering group
 - b. With Parish Council
 - c. With Parish at large
9. Items for next agenda
10. Future meeting dates
 - a. Proposed next meeting: Monday 22nd May 2017
 - b. Suggestion of third Monday every month

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 1, Monday 24th April 2017 8pm

MINUTES

Present : Nick Chapman (chair), Louise Hamilton, Jim Hamilton, Pat Scanlon, Tim Hancox, Merle Hancox, Yvonne Chapman, Jeremy Lawrence, Tony Cramp, Sally Lawrence (minutes)

1. Introduction and Welcome

Nick welcomed and thanked the group for attending the first official meeting of the steering group for the Allensmore Parish Neighbourhood Development Plan.

It is noted that Tony Cramp has an interest in Data Orchard – a consultant NDP company.

2. Apologies

None

3. Appointment/Confirmation of Officers

The officers were confirmed as :

Chairman	Nick Chapman
Vice Chairman	Tim Hancox
Minutes	Sally Lawrence
Finance	Tony Cramp
Communication	Facebook : Jim Hamilton
Project Planning	Pat Scanlon

It is expected that further positions will evolve as the plan progresses. Merle, Yvonne, Louise and Jeremy are members of the group.

4. Designation Progress

Alison Wright, the parish clerk, has started the designation process on behalf of the group. It is noted that part of Clehonger which is in Allensmore Parish has been included in the Clehonger plan.

Other anomalies around the boundary were noted but not thought to present any issues at the present time but there would be consultations with neighbouring areas as we progress.

Green Farm split through the farmyard into Allensmore and Much Dewchurch. Locks with the estate nearby are in Much Dewchurch. The Pub and house nearby are in Treville. Pool Farm is in Thruxton but the neighbour Alma Cottage is in ours. Also an area near Smallbrook is divided Kingstone and Allensmore.

5. Next Stages.

It was agreed that a flyer postbox drop followed by a launch 'drop in' event at the hall would be the first steps to engage with the community.

Questions/Information to be prepared :

This is a national initiative and the final plan after a parish vote would become part of Hereford planning laws

What is an NDP?

What is in it for me?

How can I get involved?

How long does it take?

Area of plan?

Cost and how this is covered?

Development areas?

Feedback forms together with other thoughts on parish matters

Contact information for parishioners interested

It was suggested that some information from a presentation that was done by Sam from Hereford Council and information from other parishes already ahead in the process could be used and amended as appropriate for the flyer and information boards. Eardisley for stages of plan and Weston under Penyard as basis for flyer.

Whether this meeting should be held with or without external consultant would be decided at the next meeting.

ACTIONS :

Nick and Tim design leaflet with Jim for pictures and circulate for comments	NC TH JH
Split areas into appropriate sections for hand delivery of flyers by members	TC
Estimates for printing costs – suggested double sided A5 ?210 households	NC
Hall availability for a Saturday and 3 rd Monday in a month	TC

6. External Consultants

It is expected to have 3 tenders from external consultants. It was suggested to contact Alison Wright, parish clerk and Jon Johnson, ward councillor for any feedback on consultants that have been used in other parishes that they have contact with. As we have already had a presentation from Data Orchard they would be approached for a quote.

ACTION

Identify and contact companies for presentations and obtain further information as appropriate.	PS
Tony to forward contact details for Data Orchard	TC

7. Finance/Grant Applications

It was noted that retrospective application for money will not be considered. After approval funds are issued in stages and are time limited. We will need to obtain quotes and then apply for funds. It was noted that at a meeting arranged by Hereford Council that there are sufficient grant funds available to complete the project. In the short term depending on time scale it may be necessary to ask the Parish Council for a small sum to fund the leaflet and launch event. This will be reviewed at the next meeting.

8. Communications

- a) Within steering group : email. Jim would compile steering group contacts.
- b) With Parish Council : there are 3 councillors involved with the steering group.
- c) With Parishioners : a facebook page has been started and there is a section on the Allensmore Parish Council website. Agendas and minutes will be published on the website after approval. A mix of letterbox drops, emails and posters will be used as appropriate. Steering group member names would be published but no contact details and an email address NDP@allensmore.org.uk would be used.

9. Items for Next Agenda

Project plan, external consultants, leaflet design, launch event.

10. Future Meeting Dates

- a) Next meeting agreed as Monday 22nd May 2017 at 8pm.
- b) Future meetings. It was agreed the third Monday of each month.

Allensmore NDP Steering Group Meeting Minutes

24th April 2017

Signedas a true record by Nick Chapman (Chairman)

Dated: 22nd May 2017

ALLENSMORE NDP STEERING GROUP

ACTIONS

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Identify and contact companies for presentations and obtain further information as appropriate.	PS
Tony to forward contact details for Data Orchard	TC
Research other parish plan ‘stages’ and information that could be relevant for launch event	ALL

DRAFT : Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 2, Monday 22nd May 2017 8pm

Pateshall Hall, Allensmore

- 1.0 Apologies
- 2.0 Designation Progress
- 3.0 External Consultants Progress Report
Companies, Quotes, Presentations
- 4.0 Project Plan
 - a) Stages to be outlined
- 5.0 Launch Event
 - a) Venue, time, refreshments, equipment required for displays
 - b) Approval of Leaflet for letterbox drop
 - c) Documents/information to be prepared
- 6.0 Finance/Grants
Printing costs for leaflet and launch event
- 7.0 Report for Parish Council
- 8.0 Items for Next Agenda
- 9.0 Next Meeting : Monday 19th June 2017

DRAFT