

NDP GROUP MEETING:

DATE: THURSDAY 14TH JUNE 2018 TIME: 7.30PM TO 9PM

PRESENT: Brian Spencer, Alison Feist, Tony Cudziak, Paul Newman , Guy Cooper, Jan Stevenson, Tudor Walters.

Apologises: Tom Day, Mike Tyers

Resignation: Vicky Wilson (other commitments) however it was asked as she was a planner whether we could use her experience if required – **ALISON** to check

First meeting of steering group, objective to provide three alternative plans for 26 houses to be built in the Crow Hill/ Upton Bishop area in the next 12 years in line with the Herefordshire Local Plan Core Strategy 2011-2031.

1. Appointments : Chairman - Brian Spencer, Secretary - Alison Feist, Finance & Grants - Guy Cooper , Heritage investigators', Jan Stevenson and Mike Tyers. Approved and seconded.

Actions:

1. NPD GRANT

GUY - NDP Grant – application for funds must be started as matter of urgency

TONY – will obtain details and links for application forms and Guy will start process - sent 14/6/18

GUY will pass completed forms to Parish Council for signature and submission to Herefordshire Council (next PC meeting is 2nd July or 6th August

TONY - in the meantime will seek permission to guarantor any expenses until grant has been received.

GUY - not discussed, I am assuming in order to release funds the group will need to open a bank account, CAN WE PLEASE ASK WHETHER GUY WILL OBTAIN BANK APPLICATION FORMS - Guy Dealing

TONY – can you please obtain a Terms of Reference document for completion from PC or Stephanie?

2. DROPBOX

ALISON – will set up a drop box system for all documents for the group to read and will ensure all documents are stored in an efficient manner and easy access for everyone **Completed**

3. HEREFORDSHIRE LOCAL PLAN AND CORE STRATEGY 2011 -2031

TONY AND PAUL – will see whether they can obtain further copies of this document for reference.

Alison has since downloaded a document onto to Dropbox as Council wanted to charge £25

TONY – will ask Stephanie for a copy of the Herefordshire proposed boundary map for Crow Hill and Upton Bishop. **Completed and saved on dropbox**

4. FOOTPATHS MAP OF THE PARISH

TONY – will obtain a copy for the group

5. NEIGHBOURHOOD PLANNING GUIDANCE NOTES

GUY – will send link to Alison for access to all the documents (roughly 32) and ALISON will place all documents into dropbox **Alison Completed 15/6/18 all on dropbox**

6. CONSULTANTS

TONY- will obtain a list of possible consultants from Stephanie (Mike suggested Data Orchard) Once obtained we need to circulate and pick three for interview and see whether appointments can be made for July meeting. **Tony provided and saved on dropbox - need to decide plan of action by 22/6/18**

7. ENVIRONMENTAL REPORTS

ALISON confirmed she had found a report of the web from a couple of years ago; she will load onto dropbox for **JAN and MIKE** to refer to as they have agreed to work on this area.

8. PARISH BOOKLET – VISION DOCUMENTS

TONY – agreed to provide a copy of any previous vision documents recreated for the parish.

9. GDPR – NEW DATA PROTECTION RULES

It was agreed by everyone present that they were in agreement for personal details to be held on computers to cover the GDPR rules (**ALISON TO SEEK PERMISSION FROM TOM AND MIKE VIA EMAIL**). **Alison sent email 15/6/18**

10. VESTED INTEREST

Was asked whether any vested interest by anyone on the committee and agreed any vested interest should be documented as soon as Herefordshire proposed boundary map and NDP boundary map has been discussed and finalised.

11. COMMUNICATION

- a) Agreed monthly update with Parish Council – Tony can provide update
- b) **ALISON** to contact CHIMES to obtain agreed that we may place a monthly update in the Chimes about progress on NDP.

12. FUTURE MEETINGS

18TH July, 15th Aug and 19th Sept at 7.30pm at the Millennium Hall, Upton Bishop
ALISON to contact Village Hall to confirm availability of hall – confirmation email will follow.

Yellow - actions started

Green - action completed

This is to provide a guide that points are or have been dealt with

