

# TARRINGTON NEIGHBOURHOOD DEVELOPMENT PLAN

## STEERING GROUP

### Minutes of the Meeting of the Steering Group held on Monday 16<sup>th</sup> April 2014 at 7.30p.m. in the Lady Emily Community Hall, Tarrington

#### **1. Members Present**

(in alphabetical order)

Richard Bradstock, Anthony Bush, Paul Butler, Maggie Daron, Rupert Foley, Jeanette Forrester, John Hodges, Robert Hodges, Veronica Hodges, Kath Lane and John Tallis (Chairman)

Chris Gooding attended to represent Data Orchard.

#### **Apologies**

Ian Howard, Steve Smith and Janette Ward

2. **Minutes** of the last minutes were approved following two amendments. In the list of names in Paragraph Four, the name Philip Street should read Philip Stock. In Paragraph Five, the Kirkwells Meeting, attended by M. Daron, was organised by H.A.L.C. – not Herefordshire Council.

#### **3. Matters Arising**

There were no matters arising.

#### **4. The Composition of the Steering Group**

Clarification regarding the composition of the Steering Group was discussed. The following people have agreed to be in the Steering Group :-

Anthony Bush, Paul Butler, Maggie Daron, Rupert Foley\*, Jeanette Forrester, John Hodges, Robert Hodges, Veronica Hodges, Kath Lane, John Tallis (Chairman) and Janette Ward.

It was once again made clear that all N.D.P. meetings were public meetings and would continue to welcome all residents and interested members of the public. M. Daron will ask Ian Howard and Steve Smith if they wish to be included in the Steering Group and will also continue to send copies of agendas and minutes to everyone on the contact list.

R. Foley suggested that it would be a very good idea to involve youth members in the development of the N.D.P. (although they wouldn't necessarily have to attend Steering Group meetings). All present agreed that this was an excellent idea, a few names were suggested and those youngsters will be approached.

R. Bradstock said that he does not wish to be in the Steering Group but he is keen to be kept informed about the N. D. P. and will attend events and meetings when he can. \*Following this meeting, R. Foley contacted John Tallis to say that he would prefer not to be in the Steering Group he too is keen to be kept informed about the N. D. P. and will attend events and meetings when he can.

## 5. **Chairman's Report**

J. Tallis welcomed everyone to the meeting, especially Rupert Foley and Richard Bradstock as the involvement of land owners will be essential to the production of an effective N.D.P. for Tarrington.

J. Tallis was pleased to report that he and R. Hodges have now signed the Herefordshire Council Service Level Agreement and that all seven of the actions listed on the minutes of the last meeting have been carried out. R. Hodges has contacted Samantha Banks about an update of the S.H.L.A.A. map and was informed that there isn't an updated version but that Herefordshire Council would be pleased to work with the Tarrington Steering Group to produce one. R. Hodges showed the existing constraints map to those at the meeting who hadn't seen it previously.

M. Daron reported that the Kirkwells Meeting was a very informative day which was well attended by representatives from several Herefordshire parishes. J. Tallis and J. Forrester were equally enthusiastic about the value of attending the Eden Project residential course in Oxford. Four Herefordshire parishes were represented and J. Tallis and J. Forrester received very useful training about grant applications and all aspects of neighbourhood development planning. On both of the training courses significant emphasis was placed on engagement with as many different groups of residents as possible. It was also made clear to participants that it was not the remit of N.D.P.s to become involved with the building design standard of housing to be provided in suggested locations.

J. Tallis had contacted Chris Gooding, from the company Data Orchard who was present at the meeting and he has also completed the application for a grant.

M. Daron shared designs for flyers and a poster for advertising the Open Day with those present and these will now go into production to be displayed and circulated.

J. Tallis gave everyone a copy of the updated spread sheet which illustrates the progress that the Steering Group are making. (See separate attachment.)

### Herefordshire Council Core Strategy Development Plan

A. Bush informed the group that a draft copy of the Herefordshire Core Strategy is now available to view on line. The consultation period will end in July. Broad compliance to the Herefordshire Plan has to be adhered to by individual parish N.D.P.s.

## **6. Finance**

J. Tallis reported that the spending to date was £112. The Parish Council had allocated £1,000 towards the cost of producing a N.D.P. to enable work to begin whilst the group are waiting to receive the grant from Herefordshire Council. J. Tallis has calculated what funding can reasonably be spent by December 2014 and has subsequently applied for a grant £5,385 which will include paying for professional support in the production and analysis of a questionnaire. He provided everyone with a suggested breakdown of the costings. (See separate attachment.)

## **7. Communication with Herefordshire Council**

J. Forrester proposed that we need a communication plan and that it would be useful to split into sub groups so that responsibilities could be shared. This was agreed. As a starting point, J. Tallis will contact Emma Lawrence to set up a meeting about the resources we can use for the Open Day. J. Forrester, J. Hodges and M. Daron will support him in this task. R. Hodges and J. Tallis will continue to communicate with Samantha Banks.

## **8. Open Day**

### **Publicity**

M. Daron showed ideas for posters and flyers to everyone present. R. Hodges will organise the photo-copying and distribution of the large posters and J. Tallis will make small changes to the flyers and organise their distribution with K. Lane.

The format of the day was discussed and areas of responsibility were allocated as follows:-

<b>Catering</b>	Veronica Hodges, Kath Lane and Jan Pierce
<b>Welcoming</b>	John Hodges and Maggie Daron
<b>The Neighbourhood Development Plan Information</b>	John Tallis
<b>Flags in Map Activity</b>	Robert Hodges
<b>Village Assets</b>	Paul Butler
<b>Vision Statements</b>	Janette Ward
<b>Housing Styles</b>	Jeanette Forrester

### **Maps, Website and Support from Herefordshire Council**

J. Tallis will purchase maps; contact Vikki Avery re. website communications; speak to Samantha Banks re. policy options and organise a meeting with Emma Lawrence from Herefordshire Council. Emma will be supplying resources for the day.

### **Open Day Meeting**

There will be a meeting for everyone involved in the organisation of the Open Day at the Lady Emily Hall on Tuesday 13<sup>th</sup> May.

As many volunteers as possible will meet at the Lady Emily Hall on Friday evening 23<sup>rd</sup> May to set up for the day.

**9. Discussion with Chris Gooding**

Chris Gooding, managing director of Data Orchard, gave a talk about the services of his company and how to turn ideas into policy. His company encourages a self help approach. He emphasised the need to be clear about the objectives of a N.D.P. and the need to engage the opinion of all residents in the Parish. Chris Gooding can support the Steering Group by writing and analysing a questionnaire; writing reports and supporting the completion and revision of a draft N.D.P. for Tarrington. He supplied costings of the services that Data Orchard can provide.

**10. Feedback from Kirkwells Meeting**

M. Daron spoke briefly about the services offered by Kirkwells Planning Consultants and circulated their plan and costings for supporting a small rural parish in the production of a N.D.P.

**11. Allocation of Tasks and Actions to be Completed before the Next Meeting**

ACTION	PERSON/PEOPLE RESPONSIBLE
Posters and flyers will be copied and distributed two weeks before the Open Day.	Robert Hodges John Tallis Kath Lane
Representatives from Herefordshire Council will be contacted re. their support for the Tarrington N.D.P.	John Tallis
A meeting with Emma Lawrence will take place re. resources for the N.D.P. Open Day.	John Tallis John Hodges Jeanette Forrester Maggie Daron
A N.D.P. Open Day meeting will be held at the Lady Emily Hall at 7.30p.m. on Tuesday 13 <sup>th</sup> May to organise resources and finalise arrangements for the day.	All Members of the Steering Group
The Lady Emily Hall will be prepared for the Open Day on the evening of Friday 23 <sup>rd</sup> May.	All Members of the Steering Group and other volunteers
The N.D.P. Open Day will take place from 10.0a.m. to 4.0p.m. at the Lady Emily Hall on Saturday 24 <sup>th</sup> May. At the close of the event, members of the Steering Group will gather information collected during the day and briefly assess the effectiveness of the event.	All Members of the Steering Group and other volunteers

**12. A.O.B.**

There was no A.O.B.

**13. Date for Next Meeting**

The next meeting of the Steering Group will be held at 7.30p.m. on Tuesday 10<sup>th</sup> June.

