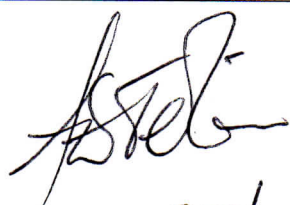


Minutes Neighbourhood Plan Steering Group  
9<sup>th</sup> June 2015  
Ashperton Village Hall

Minute	Action
1. Apologies:	
2. Minutes: Discussion re Questionnaire.	
3. Herefordshire Council Meeting: Nadine updated the group of the meeting with Herefordshire Council(HC). Agreed that the group would further develop the project plan to enable a budget to be developed so we can submit a bid to HC.	All
4. Project Plan: Agreed to use AET's plan for timescale and to populate the HC draft Project Plan for use by the group. Tasks were allocated to some of the Group members (see SS's draft Project Plan for detail): 4.1. Project Plan overview – Sam Scholefield (with support from Mark Fry) 4.2. Service Level Agreement – Freda Helme 4.3. Agree Project Plan and Budget Proforma – Nadine Schofield 4.4. Key Partners and Stakeholders – Freda Helme 4.5. Communications and engagement strategy – Andrew Tector 4.6. Questionnaire Analysis – Nadine, Sam, Andrew T 4.7. Building Evidence Base – Jonathon (with support from Gordon Edwards) 4.8. Scope and Content – Andrew Hammond 5. Agreed to report back at next meeting	All
6. Agreed to ask Bosbury NP Group to come to next meeting to discuss their approach to NP.	Andrew Hammond
7. Questionnaire – Agreed and signed off Nadine's revamped questionnaire.	All
8. No AOB	
9. Next Meeting - 7.30pm 23 <sup>rd</sup> June 2015, Ashperton Village Hall	


 (Chair)  
23/6/15

Minutes Neighbourhood Plan Steering Group  
23<sup>rd</sup> June 2015  
Ashperton Village Hall

Minute	Action
1 Apologies: None	
2 Minutes – previous minutes agreed	
3 Matters Arising - None	
4 AET reported that David Midgeley(DM) had resigned. It was agreed to look for a replacement if needed. DM may be asked to assist with surveys later.	
<p>5 AET thanked Sam for the updated Project Plan. Sam still needs to add some items and dates with timescales and will keep the plan updated and will circulate it as events occur. The plan runs for 18 months but timescales may change.</p> <p>Nadine has the application form to apply to Herefordshire Council for funding. This is 37 pages long and parts have to be completed by the Parish Council who make the application. Janet the PC clerk will be meeting Nadine to provide information. All costs have to be broken down and it is best if all of these are requested up front rather than on any secondary application. It is therefore necessary to think of all surveys and studies that might be needed and get them costed. Some of the information needed will be held by the Local Authority such as statutory searches and some by other groups. Some will be free, such as Housing Needs.</p> <p>Johnathan has started looking at other Neighbourhood Plans to see what they looked at and has started a spider diagram of needs. Johnathan will go back to Karla and ask what information the local Authority holds. List includes: Cultural :-</p> <ul style="list-style-type: none"> <li>• Listed Buildings</li> <li>• Scheduled Monuments</li> <li>• Non-Scheduled Monuments</li> <li>• Built Conservation Areas</li> <li>• Public Rights of Way</li> <li>• Housing Need</li> </ul>	<p>Sam Scholefield</p> <p>Nadine Schofield</p> <p>Johnathan</p>

<p><b>General Statistics:-</b></p> <ul style="list-style-type: none"> <li>• Number of houses</li> <li>• Buildings</li> <li>• Businesses</li> <li>• Age of parishioners</li> </ul> <p>(Janet will have this info from the last census)</p> <p><b>Environmental:-</b></p> <ul style="list-style-type: none"> <li>• TPOs</li> <li>• Landfill or Contaminated Land</li> <li>• Flood Risk</li> <li>• Landscape Character</li> <li>• Protected Sites</li> <li>• Local Geographic Sites</li> <li>• Local nature Sites</li> <li>• Triple SSIs</li> <li>• Dominant and use</li> <li>• Canal</li> <li>• Historical Environmental Record</li> <li>• National Nature Sites</li> <li>• Local Nature Sites</li> <li>• Protected Species</li> </ul> <p>We will need maps – AH can provide annotated Maps. Maps will be needed for the consultation. Roly has aerial shots.</p> <p>AET asked if the principles contained in the document for effective consultation is OK. The Committee agreed they were. It was also agreed that we need to explain the Core Strategy. Agreed document would be tested and Checked and attached to these notes. It was also agreed that a village design statement whilst not essential would do no harm.</p> <p>The questionnaire will be ready for analysis in Sept/Oct with a second consultation meeting after Christmas.</p> <p>It was also agreed that social media would be a useful tool – PC website/Facebook and the Blog site. FH has put a notice in the Parish Magazine.</p>	<p>Andrew Hammond</p> <p>Roly</p>
<p>6 Andrew Hammond's email. AH will put policies into planning speak in accordance with the Core Strategy.</p>	<p>Andrew Hammond</p>
<p>7 Karla's email – it was agreed that we just say yes to her offer to get all the info she can.</p>	<p>Nadine Schofield</p>

8	AOB – Johnathan raised a query about the questionnaire and asked for “and buildings “ to be taken out. This was agreed. It was also agreed to add that further consultation opportunities will be available and that a question about extending existing footpaths be added. FH has sent a list of non-residential owners to establish if any would like to see development on their land.	Nadine Schofield
9	Date of next meeting – 7/7/15	

  
 7/7/15 (Chair)



Minutes  
Neighbourhood Plan Steering Group  
7<sup>th</sup> July 2015 19.30  
Ashperton Village Hall

1. Apologies – Judith Tector
2. Minutes of Meeting 23rd June 2015 – Andrew Hammond (AH) queried whether he agreed to provide annotated maps, will see what the Council can provide
3. Matters arising – nil else
4. Funding Application - Nadine Schofield (NS) reports no further forward with this as is awaiting some more information from Janet Chester (JC). Jonathon Bills (JB) has met with Karla Johnson (JH) and discovered that most of the mandatory searches are free to access from the Council so won't need to be costed for in the funding application. Most of these searches were in KJ's email 12.6.15, and JB has requested any remaining searches from here. KJ informed JB that evidence gathering will be required throughout the planning process so we will likely require a 2<sup>nd</sup> funding application to cover these additional searches as their need becomes apparent.  
  
NS has met with JC and discussed display boards used by Tarrington's Neighborhood Planning (NP) group to put up in village hall. All were in agreement that this would be good for Ashperton NP too, so will be costed for in upcoming funding application.  
  
Once NS has required information from JC, she'll email a rundown of the costing to group members and will submit the application if all are in agreement.

Andrew Tector (AT) commented that drainage may be a potential planning issue and may not be covered in the Councils baseline searches. Freda Helme (FH) mentioned that the previous opinion of the village was that mains drainage was not feasible or desired.

5. Questionnaire – NS reports this is ready to go, though awaiting a few sentences of text from JB, he'll email these to NS.

FH to get info from JC re electoral role names.

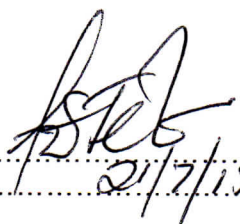
We discussed that we'll need to wait for funding to be agreed prior to printing questionnaires, however NS can stipulate the date funding is required from as the date the application is submitted, which should reduce any delays. FH said that the Parish Council can pay for printing and invoice the Ashperton NP accordingly.

6. Project Plan – Nil new to report from Sam Scholefield (SS).

7. Any Other Business – FH made the group aware that Bosbury planning appeal starts tomorrow.

AH is happy to open a page on his Ashperton Blog page to advertise/discuss the NP

8. Plan for next meeting - meet on 21.7.15 at 7:30pm, with main aim of finalizing questionnaire and discussing logistics of delivery/collection etc.

Signed  ..... Andrew Tector (Chair)  
Date..... 21/7/15 .....

Sam Scholefield 7.7.15

Minutes  
Neighbourhood Plan Steering Group  
21<sup>th</sup> July 2015 19.30  
Ashperton Village Hall

1. Apologies – Andrew Hammond, Judith Tector
2. Minutes of Meeting 7<sup>th</sup> July 2015 - agreed
3. Matters arising – Nadine Schofield (NS) has today received an email from Herefordshire Council that funding application has gone to the board for consideration. Funding has been asked for from 7.7.15.
4. Questionnaire - Andrew Tector (AT) queried whether a question should be included regarding wind farms, due to a statement in the Core Strategy. After discussion we agreed not to add this.

All members agreed to sign off the questionnaire.

NS will arrange printing this Friday – 120 copies, and purchase 2x envelopes for each, plus stickers which will state date of collection. Cost of this will be invoiced to the Parish Council for now until funds become available from grant application.

All agreed to meet on Tues 28<sup>th</sup> July, at Parish Council meeting where questionnaires will be split between members for delivery/collection. The dwellings that each member will be responsible for will be confirmed on 28<sup>th</sup> July but will roughly cover.....

Roly – Peascroft to Backlands and Canon Frome Kennels

Mark – From Blacklands Garage to Woodsend

NS – Westward up to Village Hall

AT – Heywood Lane, School end of Village

Sam – Kingfisher Cottage to Peascroft

Gordon – Webbs Orchard/The Ryders

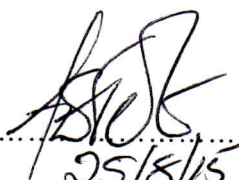
Questionnaires will be delivered by Sat 1<sup>st</sup> Aug by member responsible, and collected on Sat 22<sup>nd</sup> Aug (3 weeks after distribution). An option for resident to return questionnaire themselves to Janet Chester or Freda Helme's (FH) homes will be stated on the covering letter.

FH will clarify some address/title uncertainties from electoral role that she should receive this week.

AT will draft letter for landowners not currently residing in Ashperton to enquire whether they would consider development on their land by 2031, and will send to NS.

5. Any Other Business – none

6. Plan for next meeting - meet on 25.8.15 at 7:30pm, with completed questionnaires.

Signed..........(Andrew Tector)

Date.....25/8/15.....

Sam Scholefield 21.7.15