

ORCOP PARISH COUNCIL
NOTES OF THE NDP STEERING GROUP MEETING

Wednesday 9 October 2019

19.00hrs

at

Stone Barn

Present: Margaret Serle [Chair], Mick Murphy, Graham Bowen, Margaret Bowen, Barry Shaw, Dot Shaw and Mark Hearne (Parish Clerk)

Apologies: Ben Thomas and Peter Garratt

1. Declarations of Interest – None.
2. Notes from the last NDP Steering Group Meeting [SG] on 11 September 2019 accepted.
3. **Questionnaire**
 - a. Using a draft questionnaire produced by Graham Bowen supported by other examples notably one from Little Birch the meeting scrutinised each section of the form tabling and agreeing editorial and contextual amendments as required. The meeting agreed that the questionnaire must include transport and drainage as key areas for Orcop. It was agreed that the section on housing section should allow residents to highlight any additional sites for consideration. It was decided that a revised version would be presented for consideration at the meeting scheduled for the 21st October 2019.
 - b. The clerk was asked to check with David Nicholson how long he would need to consider the questionnaire once adopted by the Steering Group.
 - c. It was agreed residents aged 16 and over will be eligible to complete a questionnaire and only one form will be delivered to each household, but additional copies will be made available should they be requested. The clerk was asked to check how many properties would receive the questionnaire and the estimated cost of postage and envelopes etc
 - d. There was discussion over whether the questionnaire should include a copyright statement and it was agreed that the clerk should seek advice from the Neighbourhood Planning team at Herefordshire Council.
 - e. There was some discussion on the timescale for issuing the questionnaire and it was noted that residents would need at least 4 weeks' notice. It was agreed that delivery close to Christmas should be avoided if a healthy return of completed forms is to be achieved. It was agreed that notice of the questionnaire should be published on the website and noticeboards supported by an article in the parish magazine.

- f. The completed forms could be posted to the clerk, dropped off at a collection point in the village such as the pub or handed to a Steering Group member.

4. **Questionnaire Introduction** – A draft introduction to the questionnaire had been circulated previously by Margaret Serle. The meeting agreed the content of the draft but suggested it would benefit from a photograph/map. There was some discussion on the statement in the draft which touched upon the influence of the NDP on future planning applications and it was agreed that the clerk would seek advice from the NDP team at Herefordshire Council. It was also agreed that reference to the settlement boundary should be included in the introduction.

5. **DN Consultancy Fixed Fees** – After discussion it was agreed that David Nicholson’s fee proposal should be accepted without amendment and the clerk was asked to notify him accordingly.

6. **AECOM Report Errors** – It was noted that AECOM would correct any factual errors in the report. Margaret Serle agreed to cross check the site submission with the corresponding reference in the AECOM report to identify any additional discrepancies to those already reported. The clerk also agreed to forward a copy of the “missing” site submission to Margaret Serle to make sure it relates to land in the parish.

7. **Site Visits** – It was agreed that the site visits should take place during November but during daylight hours. Each site would be visited by two Steering Group members. Barry Shaw read out his list of proposed questions to each site owner (for discussion at the next meeting).

8. **Next Steps** – Margaret Serle drew attention to the draft budget sheet provided by Stephanie Kitto and agreed to forward a copy of the form to Steering Group members.

9. **Date of Next Meeting** – 21st October 2019 at 10.00hrs at Fountain View, Orcop Hill.