

**STRETTON GRANDISON, CANON  
FROME, CASTLE FROME & EGGLETON  
PARISHES**

**NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING GROUP**

**Minutes of the Meeting of the Steering Group  
held on Monday 6<sup>th</sup> February 2017 at  
The Stables, Canon Frome, HR8 2TG at 7.30p.m.**

In the absence of the Chairman, the meeting was opened by Doug, the Vice-Chairman.

The meeting was attended by 6 residents.

Apologies were received from Rob Manning, John Campbell, George Orgee, John Patterson and Pete Ford.

The minutes of 24<sup>th</sup> January 2017 were approved.

Doug stated to the meeting that all members of the Steering Group are required to sign up to the agreed Terms of reference (for the Steering Group), which had been overlooked earlier. After discussion, it was agreed that the master copy agreement will be circulated, by Janet the Clerk, at each meeting until all necessary signatures have been received. It was accordingly signed by those present.

Following the discussions at the last meeting, the "Issues and Options" document had been revised by Kirkwells and resubmitted to the meeting. This final draft was approved.

Similarly, the draft Questionnaire had been revised by Kirkwells and resubmitted for approval. It was the opinion of the meeting that the document should make it explicit that the 14% required growth rate for housing was specified by Herefordshire, not the Parish Council. The Introduction was amended to include this and the Questionnaire further amended to include dates for the "Open Forum" days, agreed below. Janet will communicate these changes to Kirkwells. The draft Questionnaire was then approved.

Discussion then moved to consider the timetable for production and distribution of the Questionnaire.

The meeting agreed that approximately 400 Questionnaires would be required.

Janet is in the process of obtaining three quotations for printing, as required by the Parish Council. Approval for the expenditure will then be required, followed by the printing. It was concluded that Questionnaires could be ready for distribution by the end of February.

The meeting considered that one month should be sufficient for distribution, completion and collection of the Questionnaires, with the “Open Forum” days held at mid -month.

So the following dates were agreed:

Distribution in the period March 1<sup>st</sup> – 10<sup>th</sup>.

Open Forums a) at Canon Frome Court, Friday March 17<sup>th</sup> 5 pm – 8 pm

b) at The Stables, Sunday March 19<sup>th</sup> 2 pm – 6 pm

Collection in the period March 24<sup>th</sup> – 31<sup>st</sup>.

As Louise from Kirkwells is to attend the Open Forums, the dates are subject to confirmation.

Janet will compile delivery rounds based on clusters of houses using information from the Electoral Roll. Janet will also call for Parish Councillors and Steering Group members to volunteer as distributors.

It was agreed that completed Questionnaires will be delivered to Janet’s home by 3<sup>rd</sup> April.

Janet is in the process of seeking quotes for analysis of the results; indications are that analysis might be completed by mid-May.

The analysis outcomes will enable us to complete policy details in the “Issues and Options” document and turn it into the Draft Plan. This would then be put to referendum by the end of 2017.

Janet informed the meeting that she was submitting account of the first tranche of funding, and checking the time period to be covered by the next tranche before making application.

The website will be up to date when Janet has uploaded the final drafts of “Issues and Options” and the Questionnaire as agreed above.

A.O.B.

In response to their query, Doug had advised the Homend residents to investigate what would be required to designate Homend Park as a Local Green Space. Canon Frome Court residents were given the same advice concerning their ancient trees and surrounds.

In accordance with the timescale defined above, the next meeting will be on Tuesday 28<sup>th</sup> February at 7.30 pm at the Stables (TBC) to collect Questionnaires and allocate distributors.

Andy Towers

7<sup>th</sup> February 2017

Signed..... Dated.....