



Linton Parish

(Bromsash, Gorsley & Linton)

Neighbourhood Development Plan

Minutes of Steering Group Meeting

On Thursday 26th April 2017, at 7:30pm

At Gorsley Village Hall (Committee Room)

Attendees: Chairman: Lucy Watkins (LW); John Balinger (JB); Sharon Balinger (SB); Paul Crumpton (PC); Peter & Bridget de la Billiere (PDLB); Iain Houston (IH); David Jones (DJ); Suzie Keown-Boyd (SKB); Andy Reeves (AR); Jane Reeves (JR); Carole Smallwood (CSm); Chris Stafford (CSt); Elizabeth Malcolm (Clerk) (EM); Stephanie Kitto - Herefordshire NDP/Planning.

- 1 Apologies: Richard & Jennifer Baker; Lucy Godfrey Porter.
- 2 Declarations of Interest - attendees were required to check and initial the sign-in sheet as a record of attendance and interests.
- 3 Minutes of the meeting of 22nd March 2018 were agreed as accurate.
- 4 The chairman welcomed Stephanie Kitto to the meeting.
- 5 Communication strategy -
 - SKB confirmed that updates had been completed on the **Communication Strategy document**, now available on the website.
 - AR had drawn up an initial list of **Stakeholders** organisations and SKB an initial list of non-resident stakeholders to Linton. This to be held for future use.
 - LW confirmed full page update inserted to May issue of **Chimes** and CSm advised that each Parish editor had referenced readers to this page.
 - **Website pages for NPD** - working party of LW, CSt, SKB & IH to prepare format and page content material. AR, LW, EM to place on new Parish Council website for launch on 21st May at APM.
- 6 Planning Consultant - JR reported that the briefing document had been sent to 3 consultants, but only one Data Orchard, has been able to offer services due to high workloads. Data Orchard is available to help with early stage data gathering, questionnaires & analysis. Kirkwells had earlier presented a generic quotation for the whole work. After discussion it was agreed that a working group of JR, IH, LGP and (NJ) be asked to meet with Data Orchard.
- 7 Budget & Grant Application - AR confirmed that grant application has been successful and after completion of some formalities the funding should be in hand in May.
- 8 Project Plan - It was agreed to draw up a simplified plan in Gantt style and have this available to view on website. Working group SKB, LW, CSt.



- 9 Communications between Steering Group members - JL had suggested Google Drive, Microsoft share drive or Dropbox. After discussion it was agreed that EM and JB would draw up 'how to' information for members and set up a Google drive arrangement.
- 10 Logo - LW confirmed amendment needed. (EM has subsequently mastered a new logo for use)
- 11 AOB
 - a. **Display for APM on 21 May** - agreed to use the new website pages as reference together with large map of Parish. EM to supply the Hoople contact details, LW and others to decide on specification for order
 - b. **Planning applications 2011 to current** - SK undertook to provide an update on numbers.
 - c. **Awards for All grants** - may be available to meet the extra costs of communication to multiple settlements. EM to contact Dave Tristram at HCC if necessary.
- 12 Next meeting 24th May 2018 at Gorsley Village Hall Committee Room at 7:30pm.