

Minutes of Middleton-on-the-Hill and Leysters Neighbourhood Plan meeting held in the Parish Hall on 19th May 2015

Present:

Guy Griffiths – Chairman (GG)
Martin Rees – Secretary (MR)
Mike Davies (MD)
Neil Elwis (NE)
William Summers (WS)
Sue Davies (SD)
Tom Merrick (TM)
Bryony John (BJ)
Ian Culley (IC)

Apologies:

Alex Millward (AM)

Action

Declarations of Interest

The Chairman asked the meeting if anyone had any declarations of interest to disclose. There were none.

Minutes of last meeting

These were read, approved and signed.

Matter arising from minutes

The Chairman confirmed he had provided a breakdown of budget costs. TM asked how the budget would be administered. GG said that small items purchased, such as tea, coffee, the Parish Clerk would refund the cost on production of receipts signed by TM. For large items an invoice should be obtained and sent to TM who would approve them and pass onto the Parish Clerk for payment to the supplier.

TM

Project Plan

The revised version (V4) had been previously circulated by IC. IC went through the updated items printed in red. He confirmed he was happy that the plan was progressing well. There were no questions from the meeting.

IC

Website

BJ and NE reported that they had gone to four companies for quotations. There were two good responses.

1. Orphans Press who quoted £1,050.00 + VAT Set-up plus £150.00 + VAT for yearly services.
2. Orlango who quoted £740.00 + VAT Set-up plus £102.00 + VAT yearly service.

Both companies based their quotes on Brimfield and Little Hereford Group Parish Council website, which Orphans Press had provided. This included a major section on the Neighbourhood Plan. Orlango had never produced a Neighbourhood Plan website but said they saw no problem with providing what we required. The system both companies would use is called 'WordPress Content Management'.

GG and IC expressed caution if Orlango was used as they were only a single person company and had never prepared a Neighbourhood Plan before. Conversely, Orphans Press are an established company who have prepared a Neighbourhood Plan. The majority of the meeting preferred to go with Orlango owing to a more competitive price. BJ and NE felt there was very little to choose between the two companies.

GG asked BJ and NE to obtain three telephone references from Orlando before making a final decision.

BJ & NE

GG advised the meeting that if we did go with Orphans Press the Parish Council would pay the difference between the budget and actual cost. He reported that the existing Parish Council website needed upgrading. Therefore, the new Parish Council and Neighbourhood Plan websites would be integrated.

IC confirmed that the Parish Council would be able to claim the VAT back from Hereford Council. GG confirmed that the Parish Council would pay the yearly service fee.

BJ and NE said that owing to the delay in choosing a supplier they would not have the finished website available for the Launch date (6/6/15). The revised date 6th June 2015 - 1st version with Laptop provided by BJ and 15th June 2015 – to go live.

If a decision is made to give Orlando the order then their terms of payment are 30% with order and remainder on launch.

BJ and NE asked if GG had any more pictures of the area they could use and the meeting were also asked to send any they thought might be useful to BJ and NE.

Launch Event

5th June – Setting up of Hall will start at 11.00 am. (SD, GG, WS, MD, BJ)

6th June – Rota for Launch:

All day (from 10.30 am) – IC, MR, WM

10.30 am – 12.30 pm & 2.30 pm to end – GG

1.00 – 3.00 pm – MD

10.30 am – 12.30 pm and PM if required – TM

2.00 – 4.00 pm SD

10.30 am – 1.00 pm – BJ

Part of day – NE

There is a meeting at Blue School House, Hereford on 26th May 2015 at 10.00 am with Mark O'Donnell of Hereford Council which IC, GG, WM and SD will attend. He will discuss 'Planning for Real' and go over all we need to cover at the Launch, together with various aids. If further stationery items were needed a shopping list should be given by IC to BJ to purchase. GG showed the meeting the large maps we already had of the area which could be laid out on tables. IC would produce small maps of the area. The final list of equipment required for the Launch and its layout would become clearer after the meeting on 26th May in Hereford.

**IC, GG,
WM, SD**

BJ suggested large paper sheets for people to leave their ideas on and their email addresses. SD suggested we leave a copy of 'Our Vision' from the minutes of 21st April on display. IC confirmed that the object of the meeting was to hear the views of the Parishes. Also to raise awareness, help us shape the questionnaire, peoples likes and dislikes and any expertise they could bring in forming the Plan.

SD to arrange a supply of tea, coffee, sugar, milk, biscuits. Cakes from Heather Hamer – budget £100.00.

SD

After the event MD is to write a piece for the Hereford Times with possible photos.

MD

AOB

NE confirmed that if we decide to go with Orlando for the website then they would require 30% deposit. Invoice should be given to TM to pass on for payment by the Parish Council. Payment would be made by cheque.

NE, TM

WM asked how Local Plan was progressing; GG said it should go through in the summer.

Date of next meeting

Monday 8th June 2015 at 7.30 pm

Action