

## Minutes of Middleton-on-the-Hill and Leysters Neighbourhood Plan meeting held in the Parish Hall on 7<sup>th</sup> September 2015

### Present

Guy Griffiths – Chairman (GG)  
Martin Rees – Secretary (MR)  
Neil Elwis (NE)  
Steph Forman (SF)  
Sue Davies (SD)  
Mike Davies (MD)  
Ian Culley (IC)  
Bill Summers (BS)

### Actions

### Apologies

Tom Merrick (TM)  
Lynne Gore (LG)  
Bryony John (BJ)  
Alex Millward (AM)

### Declarations of Interest

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

### Minutes

These were read, approved and signed.

### Matters Arising

‘Speed Check Device’ – NE advised the meeting that he had received no reply to his emails as to the Safer Roads Partnership as to when the 2 speed recorders would be fitted. He would now phone them. NE

### Website

GG asked who was responsible for keeping the Neighbourhood Plan pages on the website up to date. NE agreed to do this starting with the agenda and minutes of each meeting immediately following their circulation by the Secretary. NE  
Everyone present approved of the website.

### Community Questionnaire

This was discussed in detail by the meeting, who went through it, page by page. Amendments were suggested by the meeting and IC updated the questionnaire as we went through it. IC  
IC will circulate the revised questionnaire by email to see if all members are happy with the final version. If so, Orphans Press would be asked to print the questionnaire if their fee was reasonable (GG suggested Barrington Print as another option). They would also be asked to print A5 stamped addressed envelopes for returning the completed questionnaires. IC  
Delivery of the questionnaire will be by hand and IC will bring a map of the area to the next meeting to ensure that every family in the Parishes receives a copy. The aim will be to distribute the questionnaires to team members for delivery at the next meeting.  
NE will contact Ola to examine the scope for an interactive version of the questionnaire on the Parish Website and report back to the next meeting. NE

### **Characterisation**

IC gave a summary of the training evening carried out at Clifton on Teme on 10<sup>th</sup> August 2015, by going through the Character Assessment pro forma notes.

He explained that the information from the pro forma will then allow him to prepare the Character Assessment Document Template.

IC has identified three areas where he proposes that the characterisation should take place.

The meeting also identified team members to undertake the task at each location.

The work will be undertaken as follows:

Team 1: Middleton (MR, ME, LG)

Team 2: Leysters Village (SF, AM, SD)

Team 3: Leysters Pole (MD, GG, BS)

IC

IC will accompany each Team in an advisory capacity only.

IC will provide, for each Team, all documents they require for them to prepare the Characterisation.

Each Team are to arrange their own meeting times.

### **Any other Business**

IC reported that the Hereford Core Strategy had been put back following changes to national planning regulations.

IC confirmed that the existing grant period expires on 15<sup>th</sup> November 2015 and he will advise us about applying for the next phase.

The meeting closed at 9.00 pm.

### **Date of next meeting**

Monday 12<sup>th</sup> October 2015 at 7.30 pm