

**Minutes of Middleton-on-the-Hill and Leysters Neighbourhood Plan meeting held in the Parish Hall, Leysters on Monday 6<sup>th</sup> March 2017 at 7.30pm**

**Present**

Steering Group Members:  
 Mike Davies – MD (Chair)  
 Lynne Gore - LG  
 Martin Rees - MR  
 Neil Elwis - NE  
 Ian Culley – IC  
 Bill Summers – BS

<b>Item</b>	<b>Minutes</b>	<b>Actions</b>
<b>1</b>	<b>Apologies</b> Guy Griffiths – GG Tom Merrick - TM Bryony John - BJ Alexandra Millward - AM	
<b>2</b>	<b>Declarations of Interest</b> The Chairman asked the meeting if anyone had any declarations of interest to disclose. There were none.	
<b>3</b>	<b>Minutes</b> The minutes from the previous meeting on 21 <sup>st</sup> November were agreed. IC to publish these minutes on the Neighbourhood Plan website.	IC
<b>4</b>	<b>Matters Arising</b>  IC confirmed that the Project Plan had been updated and will be published on the Neighbourhood Plan website.  The Draft Regulation 14 Neighbourhood had been approved by the Parish Council on 28 <sup>th</sup> November 2016. It was subsequently published and consulted on. The responses to the consultation were discussed as Agenda item (6).  The Transport Action Plan was amended and incorporated into the Regulation 14 Neighbourhood Plan.	IC
<b>5</b>	<b>Grant agreement and budget update</b> The existing grant has been fully spent. GG has spoken with IC about bidding for further funding from Locality. This would include the costs of future Steering Group meetings, public meetings and publicity at key stages. IC to discuss with GG	IC/GG
<b>6</b>	<b>Neighbourhood Plan consultation responses</b> The Steering Group discussed the responses to the Regulation 14 consultation as summarised in the attached Table, including the recommended response and associated changes to the Plan.  In general, there were no significant issues raised that undermine the overall strategy and direction of the Draft Neighbourhood Plan. It was agreed that a number of minor modifications should be made to some of the policies including	

	<p>ML4, ML10, ML11 and ML15.</p> <p>LG raised concerns with the response of Welsh Water and the reliability of water supply associated with the reservoir in Leysters Village.</p> <p>The Steering Group discussed the potential for cycle parking to serve the College Bus service stop as suggested by the Council Transport Team. It was agreed that further feasibility work would be needed to determine the need for such a facility, its location and specification but the proposal had merit and should be referred to in the Neighbourhood Plan.</p>	
7	<p><b>Project Plan and next steps</b></p> <p>IC will update the Project Plan setting out the next steps. In summary, these are:</p> <ul style="list-style-type: none"> <li>- Submission of the Plan to Herefordshire Council – March 2017</li> <li>- Consultation on the Submitted Plan – March/April 2017</li> <li>- Examination of the submission Plan – May-June 2017</li> <li>- Publication of the Examiners Report – July 2017</li> <li>- Referendum – September 2017</li> </ul> <p>A number of documents need to be produced as part of the submission. The key documents are:</p> <ul style="list-style-type: none"> <li>- The Submission Plan</li> <li>- The Consultation Statement</li> <li>- The Statement of Basic Conditions</li> </ul> <p>IC to work up these documents for circulation to the Steering Group prior to the Submission of the Plan. This should be complete by the 3<sup>rd</sup> week in March for submission by the end of March.</p> <p>The Parish Council also need to formally approve the proposed modifications to the Plan at their meeting on 17<sup>th</sup> March. MD to ensure that the Neighbourhood Plan is an agenda item.</p>	<p>IC</p> <p>MD</p>
8	<p><b>Any other Business</b></p> <p>There was no AoB.</p>	
8	<p><b>Date of next meeting</b></p> <p>To be arranged for April 2017 in the light of the responses made to the Submission Plan.</p> <p>The meeting closed at 8.45pm.</p>	