

WALFORD PARISH COUNCIL

Minutes of Neighbourhood Planning Committee



Held at Walford Village Hall
Tuesday 16 July 2019 at 7.00pm

Present:

Councillors: Simeon Cole (*arrived 7.15pm*), Ian Matthews (*arrived 7.15pm*), Bob Puzey

Non- council members: Dave Berry, Andrew De La Haye and Jon Stern

In attendance: Richard Abolins (Clerk), one member of the public.

1. **Apologies for absence** – there were no apologies
2. **Declarations of interest and written requests for dispensation** – none
3. **Minutes** – it was RESOLVED to adopt the minutes of the meeting held on 18 June 2019 as a true and accurate record. They were signed by the Chairman.
4. **Public participation session** – none
5. **Structure**
 - 5.1 It was RESOLVED to recommend that the Council change the committee to a steering group
 - 5.2 It was RESOLVED to recommend that the Council change the name of the group to Neighbourhood Development Plan Steering Group.
 - 5.3 It was RESOLVED not to appoint a vice-chair.
(Councillors Cole and Matthews arrived)
 - 5.4 It was RESOLVED to recommend that the Council appoint Chris Barron to the Steering Group
 - 5.5 Dave Berry had drafted a document based on the Goodrich and Welsh Bicknor model. It was RESOLVED to include reference to the objectives and vision. Members will submit suggestions to the Chair, who will re-draft the document for discussion at the next meeting.
 - 5.6 It was RESOLVED to recommend that the Council approve the use of consultants in the process in order to inject independence and speed.
6. **Neighbourhood Development Plan**
 - 6.1 The meeting with Karla Johnson was useful, enabling the committee to make contact with Herefordshire Council and to get information on the Council's current position.
7. **Working groups**

The Chair produced a document outlining a structure for the working groups required for the NDP (attached). It was envisaged that this would be modified as the project progressed.

 - 7.1 It was RESOLVED to appoint Bob Puzey and Simeon Cole to the Communications working group
 - 7.2 It was RESOLVED to appoint Dave Berry to the Finance working group. He will work in conjunction with the RFO.
 - 7.3 It was RESOLVED to appoint Andrew De La Haye and Chris Barron to the Project Planning and Control working group
 - 7.4 It was RESOLVED to appoint Bob Puzey to the Community, leisure and sport theme, Ian Matthews to the Natural Environment theme and Jon Stern to the Infrastructure theme.
8. **Document management** – carried forward to the next meeting
9. **Public participation session** – none

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10. Items for next agenda

- 10.1 Terms of reference
- 10.2 Document management

11. **The dates of the next meetings** – will be 6 August 2019 and 20 August 2019 at 7.00 in Walford Village Hall. (After meeting note – both meetings were cancelled, and the next meeting will be on 13 August 2019 at 7.00 in Walford Village Hall.

The meeting closed at 9:04 pm

SIGNED _____ DATE _____