

Putley Parish Council

Putley NDP Steering Group Meeting

Tuesday 2nd August 2016

Putley Parish Hall at 7.30pm

1. **Present:** G. Blandford (GB), T. Beaumont (TB), R. Denman (RD), J. Felton (JF), E. Groves (EG), M. Hastilow (MH), J. Herbst (JH), K. Herbst (KH) (Chair), G. Prins (GP), G. Sampson (GS), S. Webster (SW) and K. Wollen (KW)

Also in attendance D. Nicholson (DN), Consultant, and C. Stallard Daniels (CESD), Putley Parish Council Clerk

2. **Apologies:** S. Foster
3. **Declarations of Interest:** There were no Declarations of Interest.
4. **Minutes of last meeting:** Contract has been agreed between DN and Putley Parish Council (PPC), DN asked for an amendment to change from a daily rate to a lump sum based on components.
5. **Updates:** JH and JF met with Dave Tristram (Herefordshire Council) regarding the funding application and followed up queries before submitting. JH had a phone call from the Grants Office regarding fee for DN (amended and accepted) and funding for CESD. This last was not approved and funding will be applied for through the Parish Council. Decision on the grant is imminent and no problems are anticipated. £3400 has been applied for in the first tranche.
6. **Launch Open Meeting:** 39 Putley residents attended on 21st July for the Open Meeting at the Parish Hall. **CESD will write up report.**
7. **Plan for next 6 months:** Following the Open Meeting a further 2 'drop-in' meetings will be arranged to give Parishioners an opportunity to give their ideas and viewpoints, following which DN will produce the questionnaire to go out to all adults in the Parish. These will be hand delivered and collected on completion. DN will then collate information to put together a preliminary draft report, which will take 4/5 months to complete. SW asked if there would be other opportunities for people to add comments, DN advised that the questionnaire would have boxes asking open ended questions to address this. RD asked if all the questions are set or can be set by us, DN replied that the questionnaire has to conform with Core Strategy and Independent Examiner, therefore must be set in a framework.

8. **Housekeeping Issues:** Open Meetings for the Village are scheduled for Saturday 3rd September 10am – 1pm and Tuesday 13th September 6pm – 9pm. TB will arrange and erect signs, sub group to meet and set up plans for the meetings, (EG, JH, MH, KH, TB & JF), on 18th August at 7.30pm at Hillfield
9. **Date of next meeting:** 31st August at 7.30 in the Village Hall.
10. Meeting closed at 9.30pm.