

Brilley Parish Council

Notes of the Neighbourhood Development Plan Steering Group Meeting on
Tuesday 25 November 2014 at 19.30 in Brilley Village Hall

Present: Roger Bayliss, Peter Davies, Chris Rice, Sherrill Cruz, David Woolley, Gareth Pugh and Joseph Kendrick.

In attendance: Parish Clerk Alison Sutton.

1. **Apologies** – Keith White.

2. **Process and documents for 6-week Regulation 14 consultation** –

Alison apologised that she had not published the agenda for the PC meeting planned for tonight to adopt the draft. The PC will now meet at 19.30 on Friday 5 December to do this.

Website www.brilley-ndp.org.uk will be live by 6 December. Regulation 14 draft, Strategic Environmental Assessment, Habitat Regulations Assessment and response form will be on links on the front page. Site is using font and background colour from the document for consistency and the front cover picture behind the page box.

Clerk has contact list for Regulation 14 and will send emails as soon as the site is live.

Date for formal consultation to start is now 9 December through till 24 January, allowing 4 extra days for Christmas and New Year.

Final amendments were made to the draft. Clerk will circulate final copy to SG and PC.

Copies of draft document and response forms will be at Open Event. Then 3 copies comb-bind with plastic cover marked 'Please read the document here or return within 24 hours. Thank you.' Will be available in the church and village hall and a copy for every SG member.

Consultation responses verbatim will be put into template by Clerk, Claire will then put in PC response and amendments to plan, ready for meeting to discuss on 3 February.

3. **Display and advertising for event on Saturday 6 December** –

Extra display items needed:

A3 Regulation 14 for Brilley NDP – Clerk

Pie charts on second consultation – Gareth do and email to Clerk for enlarge, print and laminate

Linear flow chart/timeline for rest of process – Clerk.

Clerk redo poster and email to Peter for printing, laminating and display.

Agreed to set up display after the PC meeting on 5 December, then arrive at 13.30 on 6 December.

4. **Open forum** –

Cancel meeting on 16 December. Agreed joint meeting SG, PC and Claire on 3 February to finalise draft and documents ready for submission when it is possible, once Core Strategy adopted by HC.

5. **Date of next meeting** – Tuesday 3 February 2015 at 19.30. Parish Council meeting on Friday 5 December at 19.30 to adopt the Plan, set up Open Event display after.

Alison Sutton – Parish Clerk
7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD
Tel: 07789 322771. Email: brilleypc@gmail.com