

ALMELEY NDP STEERING GROUP
Minutes of the meeting of the NDP Steering Group
held on Monday 5th February 2018 at 6.45pm in Almeley Village Hall

Present: Liz Tucker (Chair), Alan Tucker, John Crippin, Frances Crippin, Paul Charles, Sandra Charles and Barry Hall.

In attendance: Emma Thomas – Parish Clerk

1. **To receive apologies for absence**
Apologies were received and accepted from Jon Argent, Dave McAndrew, Lynn Entwisle and Mike Entwisle
2. **To consider the minutes of the meeting held on the 10th January 2018**
The minutes were APPROVED and signed by the chair.
3. **To receive declarations of interest**
None
4. **To consider an update on the SEA and HRA reports from Hereford Council.**
The SEA and HRA had been discussed by the steering group and Bill Bloxsome. It was agreed that no changes would be made prior to the consultation period starting. Hereford Council recommended that the draft NDP now be submitted at Regulation 14.
5. **To consider an update on The Environmental Report.**
The environmental report had been received and approved. It will be attached to the NDP as an appendix but does not need to be included with the draft for consultation. It was RESOLVED that the steering group would pass a copy around to highlight any spelling and name errors and then pass back to the Wildlife Trust.
6. **To consider the finance report with regard to the NDP grant and how much grant money remains to be claimed.**
The clerk reported that there was approximately £3000 of remaining grant money left to spend before 31st March. Liz Tucker confirmed that she had successfully applied for an extension to the time they had to spend it until 31st March.
It was RESOLVED that Liz Tucker would ask the Wildlife Trust and Bill Bloxsome for any outstanding invoices that are to be submitted prior to the end of the financial year.
It was RESOLVED that the clerk would determine how much grant money the group could still apply for out of the £9000 (or possible £15,000) total.
7. **To consider the cost of printing newsletters, draft NDP documents and comment submission forms for Regulation 14 consultation stage.**
It was RESOLVED that 12 hard copies of the draft NDP would be printed in order that parishioners could take away a hard copy if they wanted to. It was RESOLVED that the clerk would order the Draft NDP's and comment forms from One Stop Printing in Leominster at a cost of £130, as they were the slightly cheaper option and were easier to pick up from. It was RESOLVED that Sandra Charles would email the final copy of both the draft NDP and comment form to the clerk to arrange printing of.
8. **To consider a piece to put in the Offa News – to be submitted by 14th February 2018.**
It was RESOLVED that the clerk would put together a piece to go into the Almeley section of the Offa News. This will be circulated amongst the group for comment prior to submission.
9. **To consider the consultee list.**
The consultee list was considered. It was RESOLVED that any further additions of contacts would be added by the group then typed up by Liz Tucker and sent to the clerk in good time for the consultation start date to allow emails and letters to be prepared.
10. **To consider the start date for Regulation 14 consultation period.**
It was RESOLVED that the consultation should start on 19th February 2018 and finish on 9th April. This allows 7 weeks for any comments to be submitted – the extra time being due to the Easter weekend.
11. **To consider date of next meeting – TBA once the consultation period has closed.**

Signed: 

Dated: 25/4/18