

**Note of 1st meeting of Cusop Planning Project Group
held at Brooklands, 15th November 2012**

Present: John Bramble (JB), Ian Jardin (IJ), David Jones (DJ), Jane Weaver (JaW), Jim Wesley (JiW).

1. Chairmanship and Minutes. Agreed that DJ should chair the Group and IJ should take minutes.

2. Terms of Reference. Agreed to recommend to the Parish Council that provisional ToRs proposed by the Council in October were adequate and should be adopted for the time being:

"to act on behalf of the Parish Council as a volunteer steering group to organise the drafting of a Cusop Parish Development Plan and Parish Plan Update, following good practice"

but this might need to be extended once any spending powers were delegated to the Group.

Agreed that Group should also seek authority from the Parish Council to appoint further members of the Group.

3. Policy on Group Members' Interests. Agreed to recommend to the Parish Council that all Group members should record any interests in land, or businesses trading, within the parish; records to be accessible to public.

4. Likely themes and Issues. Agreed that Housing, Employment (industrial or commercial), Recreational, Conservation, and Agricultural were likely to be the basic themes for the Development Plan, plus other non-planning issues for the Parish Plan Update. Some possible underlying issues were noted - need to keep young people in the area; importance of employment as well as housing; need for diversified and robust long-term economy; increased turnover of residents and spread of second homes; limited influence on occupancy or price of any new housing. Agreed desirable to obtain 2011 Census figures asap.

5. Consultation Method. Agreed that methods used for 2006 Parish Plan had been effective and should form basis for this consultation - core had been Drop-In Event to establish residents' main concerns and spread of opinions, followed by Questionnaire to every residence to identify preferred options. Noted that referendum was restricted to parish electors so it would be necessary to identify their views accurately. Other activities would also be needed, especially to capture views of any sub-groups within the community - youth and non-resident landowners and businesses were noted

6. Programme. Agreed that Drop-in Event in spring or summer 2013 should form core of early timetable. Noted that this would need to be preceded by much research and preparation to maximise value of Event. IJ to draw up draft programme for next meeting.

7. Budget / Funding. Agreed that initial costs were likely to be small and mainly associated with Drop-In Event, and that potential sources of funding were the Parish Council and the Herefordshire Council Frontrunners fund from DCLG. Agreed that it was desirable to have a small fund at Group's disposal asap - IJ to explore availability of Frontrunners money.

8. Herefordshire Council Service Level Agreement. Agreed to recommend to the Parish Council that it signs this Agreement.

9. Group Communications. Agreed that there should be a separate section on cusop.net website on which as much information as possible should be available. IJ to ask website administrator to create section.

10. Date and Venue of Next Meeting. Agreed that Herefordshire Council's Support Officer should be invited to the next meeting and date should be determined by his availability, but before Christmas and preferably Wednesday or Thursday. Brooklands to continue as venue.