

# GARWAY PARISH PLAN

## NOTES OF STEERING GROUP MEETING 16<sup>TH</sup> APRIL 2009 IN VILLAGE HALL

**Attendees: - Chris Gooding Parish Planning Officer Herefordshire Partnership  
All Steering Group members as shown on attached sheet with the  
exception of (Matt Heath, Scott Boldenson and Denise Tabernacle)**

Chris Gooding opened the meeting with an explanation of the development, by the Herefordshire Partnership, of a Community Document, to be issued in 2011, that will give an overall plan for the County and a future strategy for Herefordshire, with more power to Parish Councils to run things at a local level. He explained that a Parish Plan, although not a Legal document it is however a very influential document, which feeds into the above Community Document and that it is an essential part of the Counties long term development strategy.

Currently some 50 Parishes (of the 150 in the county) have developed Plans and many more are in progress. Within the immediate area of Garway, Kilpeck and Welsh Newton have just started and he emphasised the need for cross parish communication on common issues such as Public Transport, Communications etc.

He stated that the Parish Planning process was a challenging task and required commitment by the Parish Council and the Steering Group over the next year.

The Process involves the whole community with a series of public consultations over the next 6 to 9 months. There are essentially 4 stages to the process leading to an Action Plan for the future. These are:-

1. Preparation of a budget and grant application. The approximate cost of the process is £3000.00 excluding volunteer time. Analysis of existing information and Census Data
2. Consultation with the community via a Real Event planning weekend using maps of the parish and flags which people can use at various locations on the map to identify their concerns and issues, together with displays covering various themes and headings to collect peoples' ideas. He also suggested forming Focus Groups to cover specific issues such as Transport, Education, Housing, etc. and to the Younger and Older people in the parish. The information from this Real Event weekend would be used to compile a questionnaire, which would be delivered and collected by hand to every household in the parish.
3. The completed questionnaires would then be analysed and the information collated and presented in the form of charts/graphs to the Steering Group for them to prepare a Draft Action Plan which would be presented to the community for their review.
4. Amendments would then be made as necessary and following consultation with Service Providers the Parish Plan would be printed and copies would be available for Public review. A summary report would be prepared and delivered to every household.

Finally once the Parish Plan has been published the Steering Group will then become the Management Group to assist the Parish Council in implementing the future actions and objectives.

Chris Gooding recommended that the Steering Group should appoint a number of officers and the following people were appointed:

Chair: Malcolm Howard

Secretary: Colin Robinson

Treasurer: Dave Atkinson

Public Relations/Publicity: Janet Pullen, Angela Farr and Fenella Farr.

It was agreed that the above group should prepare a draft budget and grant application for review by the Steering Group at their next meeting on 12<sup>th</sup> May at 7.30pm in the Village Hall. The agreed budget and grant application would then be submitted to the Parish Council for their approval at the next Parish Council meeting on 18<sup>th</sup> May.