

- (d) **Resolved:** to co-opt the following members: George Burgess, Hugh Fowler-Wright, Mike Kimbery, Peter Stovold, Iain Cholerton.
- (e) **Resolved:** to ask Cllr Alan Bathurst to attend in an advisory capacity and request Council to review the councillor membership of the Committee.

NDP/7 Application for Grant

- (a) *Received:* details of the Supporting Neighbourhood Planning Programme grant scheme (Minutes Annexe NDP7).
- (b) **Resolved:** that the Clerk prepare an application for the £7000 grant to cover costs of surveys, consultation events, analysis of data, consultancy on drafting the NDP and design & printing of a draft NDP (all expenditure to be completed by December 2014), and circulate this to members before submission.

NDP/8 Future work of the committee

- (a) *Noted:* that Herefordshire Council's Neighbourhood Planning Team was available to assist and provide certain statutory services, and a Service Level Agreement had been signed with them for this.
- (b) *Received:* Guidance Notes 1-5 (Paper D) covering initial stages of producing a Neighbourhood Plan.
- (c) *Noted:* that the Clerk would prepare a paper on the suggested initial tasks for the Steering Group and specific roles and responsibilities.

NDP/9 Date of next meeting

Resolved: that the first full meeting of the Steering Committee be held on Wednesday 13 November 2013 at 7.30pm in Risbury Village Hall.

The meeting closed at 8.30pm

Signed (Chairman) Date