

## **Marden Parish Council**

Neighbourhood Development Plan Steering Group Meeting on  
Wednesday 4 February 2015 at 19.30 in the Community Centre

### **Notes of the Meeting**

**Present:** David Bennett (Chairman), Robin Brook, Arthur Fraser, Jon Stannard, Sandra Gladwyn, John Roberts and Bill Wright.

**In attendance:** Alison Sutton, Parish Clerk

1. **Apologies – Michael Parkes**
2. **Distribution of documents –**  
Wire bound copies of the Draft and the Response Form were given to all the Steering Group.  
Amberley Arms and Minimarket – 1 copy of the Draft, Response Forms in a plastic pocket and a notice explaining where the Environmental Report and Habitat Regulations Assessment can be seen.  
Post Office, Church and Community Centre – 2 copies of Draft, Response Forms in plastic pocket, 1 copy of Environmental Report and 1 copy of Habitat Regulations Assessment.
3. **Monitoring of places where documents placed –**  
It was agreed that members of the SG would check a couple of times a week that the documents were still in place and whether any more Response Forms were needed. Members to contact the Clerk for more Forms or Draft copies if required.  
Agreed places for checking as follows:  
Amberley Arms – Jon  
Minimarket – Sandra  
Post Office – Bill  
Church – John  
Community Centre - Robin
4. **Open forum –**  
No members of public.
5. **Date of next meeting –** Monday 30 March at 19.30 with Claire attending to consider responses.

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