

## Neighbourhood Plan Steering Group Meeting Tuesday 19<sup>th</sup> May 2015

Denstone College, Denstone

### Present

Jacquie Payne, Antony Whomersley, Pauline Dolan, Angela Snow, Jenny Richardson, David Boden, Hester James, Cavell Portman, Edward Edmonds, Clive Keble

### Apologies

Vanessa White, Emily Whitehead, David Brown, Emma Gerrard

#### 1. Minutes and Actions

Reviewed and minutes accepted as a true record.

#### 2. Update on grants

The Neighbourhood Plan Grant application is reported as a success. The amount of £4520 has been approved. We are expecting the formal offer shortly and this will be forwarded to the Parish Council. **ACTION HJ**

The Awards For All grant application is in process. There was a small error on the initial form, which has now been corrected. The form has now been accepted and a submission number has been issued, we are waiting for the result. CP advised that the end date for use of funds must be 16 months after application. CK noted this and it was agreed that this may adjust our funding planning.

#### 3. Revised project plan

The Project plan has revised to reflect the extended time frame. It is to be kept updated by CP and AW. It is also to be brought as a standing item in the agenda to each meeting.

**ACTION CP & AW for the Project Plan and HJ for the Agenda**

#### 4. Characterisation Day

Plans for the Characterisation day are continuing. Friday 5<sup>th</sup> June appears to suit most people from 3-7pm. Discussion followed on dividing the parish into subareas and working in pairs or groups to test opinions on each other. **ACTION HJ to see if village hall available 3-7 on 5<sup>th</sup> June.**

#### 5. Election of Chair and Vice Chair

Two members of the steering group came forward. Cavell Portman is nominated and accepted as Chair and Antony Whomersley as Vice-Chair.

#### 6. Admin. Support arrangements

There is an advert up in village regarding the administration support vacancy with a closing date of 1<sup>st</sup> June 2015. Interviews are on Thursday 21<sup>st</sup> May 2015 for the existing applicants

but a decision will not be able to be made until after the closing date of the advertisement. However an admin support person should be in place before next meeting of the Steering Group.

## **7. Update on skills**

Skills audit – in terms of tasks required to be carried out by the group CK thinks there are no gaps. AS queried if the correct skills were applied to her. CK advised to resend the email with the correct skills. CK will keep the list updated to reflect what skills the steering group needs. This will also ensure that people's interests don't move the steering group off course. Edward Edmonds will provide CK with a list of his skills. **ACTION CK & EE.**

## **8. Collation of local housing information**

CK will find information of planning history from 2011 census and sources like ESBC and this will be built up over the next few months. **ACTION CK**

## **9. Evidence requirements**

CK advised that we will be building the evidence base over the next few weeks. Reminded the group that local opinion is important but is not the only aspect required for the evidence base. Also needed is the makeup of the population, the existing housing stock, and the types of employment in the area, indicating how the parish functions economically and socially. Also needed are the physical and environmental factors such as flooding and drainage issues and the importance of agriculture in relation to landscape. The characterisation survey will form part of this. CK will collate the evidence base and see what is existing and what gaps will need to be filled in. CK advised that some evidence can be bought in at a lesser expense than creating it from scratch.

## **10. Communications sheet**

HJ will create a table of local organisations along with the contact person allocated to that group. As each organisation is contacted the contact date will be added to the table, along with a return date to obtain opinions. CK offered to create briefing notes, named 'Briefing notes for steering group members' as it important that all members of the group are giving the same information to all the organisations. HJ to email the briefing notes out to everyone with reminders of which Steering Group members will speak to which organisations. The briefing notes are for members to talk from and not to be photocopied and distributed. AW suggested that two members of the Steering Group visit each organisation. **ACTION HJ AND CK**

DBod enquired about the format required for the wildlife survey. His contact has indicated that the wildlife has not changed in numbers but has in location. CK requested a simple report with the changes in each decade. CK offered to do a topic list for the person compiling the report. **ACTION CK and DBod**

### **11. Social Media communication**

Agreed this was something we should be using to reach a younger audience. EG to be contacted and asked if she would take this role on as she had expressed an interest in creating a Facebook account. **ACTION CP**

### **12. School Newsletter**

HJ has contacted the school who advise they can't put Neighbourhood Plan information in the newsletter as they reserve the newsletter just for school information. However, they are happy to put a separate slip in childrens bags. AS suggested this needed to be bright and colourful so that it stood out. Also suggested contacting Ryecroft to ask if they would put out the information too. **ACTION AS.** The possibility was discussed of the Parish council printing slips, with a colour border. Suggested this be discussed at the next Parish Council Meeting but EE may be able to print this. CK also suggested that this is something which could be funded from the grants. AS offered to write a lighthearted paragraph suitable for printing both in the Weaver Message and the slips in the school bags. **ACTION CS.**

### **13. Membership Record of meetings to date**

HJ had produced this record as a result of the question posed by the previous chairman and which was an agenda item at the last meeting when, unfortunately, the record was not available. The attendance at meetings is part of the Terms of Reference of the Group which were also discussed at the last meeting and were amended. These were discussed at this meeting and agreed. **ACTION HJ to include agreed Terms of Reference when these minutes are circulated.**

### **14. Any other business and date of next meeting**

HJ requested a generic email address for all formal incoming emails. It was agreed this could be discussed at the next Parish Council under the Neighbourhood Plan agenda item. **ACTION JP**

CK indicated we should be in contact with other organisations such as Staffordshire County Council, Staffordshire Wildlife Trust etc. CK will compile a list of organisations for future contact together with what we should say and bring to next meeting. **ACTION CK**

**Date of next meeting Tuesday 23<sup>rd</sup> June at 7.00 p.m.**

Further meeting set for 11<sup>th</sup> August 2015 – **HJ to contact David Martin at Denstone College to see if the room we use is available.**

Meeting closed 8.30 pm