

Neighbourhood Plan Steering Group

MINUTES – Tuesday 20th January 2015

At the Tavern Public House, Denstone

Present: Tina Richardson, Hester James, Paul Draycott, Jacquie Payne, Emily Whitehead, Jenny Richardson, Mel Clemson, Christine Leedham

Apologies – Vanessa White, Simon Ratcliffe, David Boden, Pauline Dolan

1. Meeting opened, minutes of previous meeting accepted with the correction of the grant received to £5000.
2. Discussion regarding the visit of proposed consultant to the Parish Council Meeting on January 6th 2015. All in favour of appointing Clive Keble subject to approval by the Parish Council. CL to send email to Clive Keble suggesting a favourable result and requesting work on the draft project plan be initiated.
3. A discussion took place regarding funds for the Neighbourhood Plan. Any payment made by the Parish Council and subsequently claimed back will have to be approved at a Parish Council meeting prior to payment.
4. JP to ask Corinne what information ESBC hold on Denstone which would be useful to Neighbourhood Plan. TR/JP will arrange to meet Corinne once more has been achieved with regards to the plan.
5. TR advised that English Heritage have funding set aside for Characterisation days. It was agreed this may help in identifying parts of the village with historic value. TR will contact Debbie Taylor, Landscape Archaeologist, from Staffordshire County Council with an expression of interest to hold a workshop for us.
6. John Etherington will need to be contacted regarding dates when the village hall is free.
7. The formation of an excel spreadsheet of addresses has been agreed upon. Christine will ask for the current electoral roll and extract the addresses only, with no contact details to comply with data protection etc.
8. Information from the initial questionnaire has been collated by PDol and Councillor Barrie Hinton from Denstone Parish Council. It was agreed that in the future we need to make it easier for people to respond. Therefore we will review the possibility of people responding to surveys online. The first questionnaire provided a good overview and a starting point for future surveys or information collation.
9. Two previous surveys were identified as useful to the Neighbourhood Plan Group. Firstly the Housing Needs Survey from 2010 which CL and EW will source for the next meeting and secondly the Parish Plan – Vital Village survey circa 2008 which JR will try to find. HJ also has a copy of the Welcome Pack which has some relevant information and she will bring this to the next meeting.
10. It was suggested another public event be held after discussion with Clive Keble, possibly after the Annual Parish Meeting in April.
11. Jenny suggested members of the Neighbourhood Plan Steering Group visit the village groups to let them know what is happening – see 15. Need to decide who will do what. Post Office is currently closed.
12. The people who said on their surveys that they would be interested in the Neighbourhood Plan Steering Group are to be contacted with details of developments so far and dates of the next meeting. JP agreed to do this.

13. It was suggested we create a register of interest form for all members of the Neighbourhood Plan Steering Group to officially advise any interests they may have in the village. This form would also include member's skills in order to utilise strengths. EW agreed to do this.
14. It was agreed to revise the Terms of Reference (TOR) at the next meeting.
15. Any other business – it was noted that Clive Keble had not mentioned funding applications in his draft proposal, this will be enquired about - CL.
16. The following groups were identified as potentially able to provide history of the village. They are also a potential method of distributing Neighbourhood Plan information to village residents:
 - a. WI
 - b. Garden Guild
 - c. Parochial Church Council
 - d. Sports Trust
 - e. Denstone Players
 - f. Stubwood Singers
 - g. Art Club
 - h. Spinners
 - i. Bowls Club
 - j. Tennis Club
 - k. All Saints First School
 - l. Denstone College
 - m. Denstone Preschool
 - n. The Tavern
 - o. Darts Club
 - p. Denstone Hall Farm Shop
 - q. Denstone Village Shop
 - r. Denstone Post Office
 - s. Denstone Parish Council
 - t. Village Hall Committee
 - u. Denstone Show Committee
 - v. Mothers Union
17. The date for the next meeting was set as 24th February 2015 at 7.30pm in the Conservatory at The Tavern
18. Meeting closed at 9pm.