

Neighbourhood Plan Steering Group

Minutes – Tuesday 21st April 2015

Denstone College, Denstone

Present: Jacquie Payne, Tina Richardson, Clive Keble, Vanessa White, David Boden, Hester James, Emma Gerrard, David Brown, Jenny Richardson, Pauline Dolan, Anthony Whomersley, Angela Snow, Cavell Portman.

1. Apologies:

Paul Draycott.

The meeting was opened and introductions made for the benefit of those who had missed previous meetings.

2. Minutes and Actions

The minutes of the previous meeting were accepted as a true record.

3. Declarations of Interest

There were no declarations of interest.

4. Evidence Requirements

Clive Keble had e-mailed an evidence sheet. This detailed the work required by the group and the work CK could undertake. Work levels and availability of the group members was discussed. It was agreed that subject to successful funding applications, the group will work closely with Clive in each part of the process as already approved by the Parish Council. His expertise is essential as a guiding factor. As well as expertise and knowledge from other Neighbourhood projects, it was agreed that CK also provided neutral advice to the group which will evidence impartiality and bring challenge to any proposals going forward.

David Boden will provide information on Flora and Fauna. Whilst this is not included in the planning issues of the Neighbourhood Plan it would be useful as a supporting document. **Action DB.**

Clive Keble discussed the need for our own characterisation surveys building on the characterisation day with Debbie Taylor. Volunteers for the survey group were agreed as Cavell Portman, Pauline Dolan, Emma Gerrard, Vanessa White and Angela Snow. The characterisation survey needs to include Stubwood and Prestwood. Angela suggested Michael Sergeant would be a good source of information. It was also agreed to build in networking opportunities and obtain feedback from other people

living in the village and in particular those who had lived here for many years. CK suggested these volunteers meet with him to agree what is to be done. This work aims to be completed within 3 months. **Action CK will contact the volunteers and arrange a meeting.**

David Brown offered to use his connections and past experience with schools to engage with the schools in the area. **Action CK will send information to DB regarding this.**

Collating and analysing past planning applications needs to be carried out. **Action CK.**

Another piece of work in relation to collating the information on housing in the village could be carried out, understanding the types of houses, ages and character etc. This item is to be carried forward to a future meeting. **Action HJ and CK.**

Evidence requirements is to become a standing item on the agenda so progress can be fed into the project plan and monitored. **Action HJ.**

5. Skills analysis discussion

Clive Keble presented the Interest and Skills Audit. Members are encouraged to add to the list at any time. David Brown and CP also wanted to input and so CK will send the template. **Action CK.**

6. Neighbourhood Plan Grant and Awards 4 All applications

Application for the grants were discussed in line with the information CK has already provided. The group were informed that Christine Leedham is no longer able to provide administrative support, therefore expressions of interest for the applications were allocated to members of the steering group. The group were advised that a replacement administrator will be sought. A discussion took place in regard to the work required for making the grant applications and volunteers agreed to take the two grants forward supported by CK and his work to date. **Action HJ for Neighbourhood Plan Grant and CP for Awards for all Grant.**

7. Draft Project Plan and short term inset

TR ran through the draft project plan and as per the Parish Councils previous agreement suggested we would continue to contract with CK to carry out the main elements of the work required, supported by the group where necessary. This will be dependent on the grants received and

therefore budget accumulated. The Parish Council would need to be updated regularly in regard to this and expenditure as per the current arrangement each month. This was agreed by group and also that the draft project plan provided a definitive task list that could be monitored to ensure the group kept on track. CP agreed to update the project plan and present it at every meeting with AW supporting him. The group accepted the contents and timelines in the plan with TR additions – it was agreed that timelines will need to be reviewed particularly the summer period as these were over ambitious. There has also been a delay with funding applications which need to be taken into account. CK will consider the impact of these issues and realign the plan. This will then be passed to CP to keep the plan updated. **Action CK then CP.**

8. Membership record and meetings to date

The membership record has been prepared however was not available. This will be provided at the next meeting and reviewed in accordance with the terms of reference.

Action HJ for the agenda as a standing item and provide the records.

9. Terms of Reference Review

The Steering Group reviewed the Terms of Reference (ToR). TR noted down the changes and gave these notes to HJ. **Action HJ will amend the ToR document and circulate them with the minutes of this meeting.** David Boden commented that there is only one member of the Parish Council on the Steering Group. JP said that there is another member of Parish Council on the group but he has not been able to attend recently due to work commitments. After the forthcoming elections, the Parish Council will provide two representatives on the group. **Action JP to inform the Parish Council.**

10. Communications

JPadvised the group of the Chairman's report for the Parish Council.

David Boden suggested that in addition to the Weaver Message, we should also consider placing a paragraph in the All Saints First School Newsletter which is issued monthly. This would allow us to reach a further section of the local community. This was agreed and as other communications regarding the Neighbourhood Plan this will need to be approved by the Parish Council before publication. It was agreed to work to a consistent text for all communications. CK offered to draft a communication update for May, this can then be sent to a list of people, publications and shared with the groups by the allocated buddies from the Neighbourhood Plan Group members. **Action CK will draft a communication before the**

next meeting. This will then be agreed as the official standard update, to be provided and distributed by all members.

Before the 7 May the standard paragraph previously used in the Weaver message, already approved by the Parish Council could be posted in the school newsletter. **Action HJ.**

11. Any other business

HJ advised that the Tuesday Club was omitted from our previous list of local organisations and offered to act as point of contact for this group. **Action HJ.**

HJ suggested that due to the difficulty of emailing some large attachments, the group should consider using a central cloud based site where everyone can access the relevant documents. EG suggested Google Drive as a possible solution to this. This will be investigated. **Action EG.**

Tina Richardson advised that due to extensive work and family commitments, she is unable to continue her work with the group and role as Chair and therefore is unfortunately resigning from the position. She advised the group that they now have an established membership with expertise and all round skills. She said that the group now had a clear understanding of the work required and had at this meeting agreed the full project and communication plan. If this was followed and monitored it will provide a clear framework to progress the project and ensure its conclusion. Tina thanked all the group members for their support to her. That she had enjoyed the work to date, also in meeting new people from the village and the Characterisation Day. The group thanked her for the large amount of work she has put in.

The group needs to appoint a Chair and Vice Chair and these positions will be elected at the next meeting. **Action HJ for the agenda.**

Recruitment will also need to be taken forward for the Administrator as a set number of hours are paid. The main responsibilities of this role could be record keeping, curator of documents, coordinator, liaison with external agencies, support in typing up reports and future documents etc. David Boden expressed the importance of this role and this was supported by the rest of the group. Potential applicants need to be sourced. **Action JP.**

12. Date of next meeting

Clive Keble suggested we set the dates for the next three meetings.

Agreed as follows;

- Tuesday 19th May
- 23rd June
- 21st July

All at 7 p.m. Tina Richardson offered to liaise with David Martin regarding continued use of The Pavilion at Denstone College. **Action TR.**

The meeting closed at 20.50.