

Minutes of the Neighbourhood Plan Steering Group (NPSG)

Monday 24th January 2022 7.30pm (via Zoom)

Present: NPSG Members: Alison Alexander (Chair), Ian Catherall, Mike & Cheryl Loverock and Ed Vidler

Attending: Karen Smith (Clerk) and 1 Member of the Public

1) Parishioners Time – Publicity around the Open Meeting was clarified and also that there will be no requirement to book following the lifting of restrictions on 27/1/22.

2) Apologies – Andy Mogford and Bruce Thorogood

3) Approval of Minutes – the minutes from 10/01/22 were approved.

4) Matters Arising – A new group email has been set up to receive submitted comments. Alison & Mike will have access, and Alison will PDF all comments into a folder.

5) Declaration of Interests and Dispensations relating to particular Sites

- Alison Alexander (Chair) declared a financial interest in Site 8.
- Ian Catherall declared a financial interest in Site 4.

6) Finance

Locality did not approve the £4,000 applied for. £2220 was awarded - Ed is unclear on the rationale behind their decision. Monies have to be spent by 31/3/22. Alison will email Lee for his invoice and will seek an invoice from SHDC by 3rd week February at the latest. Cheryl to forward an invoice for the banners to Karen, who will copy Ed.

7) Regulation 14 – 6 week consultation

Website - Phil to be asked to put a headline banner on the website for people to source Plan more easily. A small upgrade (WPforms) is needed to allow collation of comments submitted via the website and Expenditure of £20 was agreed. A correction has been made to the Site Assessment Grid in relation to Site 1 and the finalised Plan will now be published Tues/Weds 25/26th. Alison to instruct Phil Nixon. The group did not regard receiving comments before the official Open Consultation commencement date of 29th Jan as an issue. The deadline of 12th March however is key. There are corrections required to the Site Map – it was agreed to handle this at the Open Meeting and ensure corrections, re size of Site 1 and labelling of Site 28, are made before final submission to SHDC. Hard copy maps will be taken to the Open Event.

Paper – Cheryl will send posters to NPSG members by email. All to print off and put up in their locality. Copies of the Plan will be put in the Churches & Pubs as agreed, with a DO NOT TAKE AWAY notice. Cheryl to arrange for 100 x response forms to be printed (double sided). Parishioners are to be encouraged to submit feedback online where at all possible.

Letter to Parishioners – copy on website. NPSG members to print & distribute to those they are aware do not have internet access. Copy to go on Noticeboards – Alison to liaise & arrange. A reminder article will go in next issue of Parish News and Phil will be asked to put regular updates onto the website to remind the Parish of the 12/3/22 deadline.

Q&A sessions – the group ran through the proposed brief presentation. It was agreed to add something regarding Site 10 onto the Staverton slide. The word ‘boundary’ needs correcting. There was also a spelling on ‘became’. It was agreed to limit the wordy slide to a list of the headings only. The Pepperpot approach slide will come before the Staverton slide. Alison will write a script ahead of the Event and then chair and field questions to others. Alison to email Tom & Bruce to seek their attendance. Masks will be encouraged – Cheryl will bring masks & sanitiser. Cheryl will remind Victory Hall to send invoice (2 hours) to Karen for payment.

8) Date of next meeting – this will be arranged on a ‘need to’ basis.

The meeting closed at 8.30pm. Ian expressed thanks to Alison and the NPSG team for the huge amount of effort put in to get to this point.