

Steering Group Minutes

Purpose: Monthly Review

Date/Time: 13th May 2014, 7pm

Venue: Dinsdale House, Tysoe

Attendees:

Chris Butchart, Graham Collier, Gary Cressman , Rose Morris, Emma Restall-Orr , Mike Sanderson , David Sewell, Dee Spencer , George Stepney

Apologies:

Jan Brown, John Hunter

Agenda

Agree and sign off last meeting notes

1. Programme Timeline update
2. Resident Survey/Questionnaire - approach
3. Consultation Organisations/Significant Landowners
4. Consultation on Design/Materials/Housing Type
5. Street Champions - update on meeting
6. Mapping Day
7. Terms of reference & Insurance

AOB

Agenda Item: Programme Timeline Update

Presenter:

Chris Butchart

Discussion:

George and Chris had meeting previously to go through the 'Timeline' using 'Locality' as sample project plan/guideline.

Stage 3 brings the plan into force and involves mostly council with referendum, consultation period, approval etc. This includes statutory days, and adding together gives us a milestone date at the end of August, in order to meet February date.

This gives us very limited time to produce draft plan.

Conclusions:

After weighing up options i.e. moving date, it was decided to progress at full capacity, running consultations and delivering questionnaires in parallel.

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Action items:

No direct actions

Owner:

Deadline:

Agenda Item:

Resident Survey/Questionnaire

Presenter:

Chris Butchart

Discussion:

Discussion centred around the timing of an initial questionnaire, and whether one could be prepared and run before the summer holiday period.

The level of detail required in an initial questionnaire in order to make the output useful was also discussed.

Conclusions:

Gary agreed to create a draft questionnaire and seek assistance from Simon Purfield to 'fine tune' for delivery to village within two weeks, after the group had seen draft and added comments/amendments.

An extra meeting might be required for finalisation of the questionnaire, with the PC also checking it through.

Gary is also preparing a covering introduction letter to accompany the survey.

George would contact WCC Observatory to see what we could use with pride from their research.

An extra comment box was suggested for residents to comment on anything they wish to be discussed/included in plan.

Action items:

Prepare an initial draft survey and circulate to SG

Owner:

GC

Deadline:

Within 2 weeks

Obtain census information from WCC Observatory

GS

Within 2 weeks

Agenda Item:

Consultation Organisations/Significant Landowners

Presenter:

Mike Sanderson

Discussion:

Mike informed group that letters have started to go out to Organisations and land owners. All letters would be out by weekend. Some replies had been received, mainly to inform that the 'organisation' would meet with their own representatives before committing to a meeting date.

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Anyone within the NP group can attend the presentations to organisations/land owners.

Conclusions:

It was suggested that after meetings the various bodies would be encouraged to write back with their thoughts/decisions.

One of the questions to be put to them could be- 'Do you have land you would like to offer for development/be considered for development'?

Local businesses, i.e. home based, would be picked up through the questionnaire.

Action items:

Owner:

Deadline:

No direct actions

Agenda Item:

Consultation on
Design/Materials/Housing Type

Presenter:

Chris Butchart

Discussion:

Group discussed the merits of conducting open day events in Village Hall to raise understanding amongst residents around policies on design/materials/housing type. The aim would be to allow more informed responses to potential questions in the survey.

Conclusions:

28th June was suggested as a potential date for an open day for the village, at the village hall, to view designs, materials, housing types with display boards and aids. This would include energy, eco, renewable, sustainability.

This day could also be used for any resident requiring assistance with filling in questionnaire.

Action items:

Owner:

Deadline:

Check whether W.I. can provide refreshments on 28th June for open day.

DS

End of month

No other direct action until survey content/progress understood

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Agenda Item: Street Champions **Presenter:** Rose Morris

Discussion:

Group discussed the need to seek opportunities to get the Street Champions more involved in the preparation of the plan

Conclusions:

A new date was required for meeting with Street Champions, as previous date was cancelled.

Action items:	Owner:	Deadline:
Establish a new date for meeting with SCs	RM	End of June

Agenda Item: Mapping Day **Presenter:** Chris Butchart

Discussion:

Mike confirmed that everything was in place for the Mapping Day on 31st May. Route will start going North in order not to clash with Windmill Run. Openstreet Map will be used as Ordnance Survey has copy write.

Mapping Mercia has already started mapping Tysoe.

John would also be using Open source software for the heritage element.

WCC green strategy to be invited on website.

Conclusions:

Mike would be checking WiFi capacity.

Warks CC would be notified of date in anticipation of interest from them. Jan plans to take handouts to School.

Mike would also contact Steve Allen to notify the children involved in the sports groups. Posters to go up around the village.

Action items:	Owner:	Deadline:
No additional actions		

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Agenda Item: Terms of Reference and Insurance **Presenter:** Graham Collier

Discussion:

Graham has prepared a draft Terms of Reference and Insurance. In order to be covered by PC insurance, the NP group, being a sub group of the PC will need to hold one meeting a month that is open to the public. Meeting notes will be incorporated into PC minutes.

Conclusions:

Steering Group need to prepare a schedule of regular monthly meetings, and publish these dates to encourage public attendance.

Aim should be to conduct this meeting 1 week before the PC monthly meeting in order to ensure timely progress of any issues requiring PC consideration.

Monthly meetings should follow a set agenda, reviewing progress of work-streams and receiving feedback from any sub-group activity.

Steering Group need to elect a Deputy Chairman. During the meeting both Mike Sanderson and George Stepney indicated they would be willing to take on this role. It was also felt that the position should be discussed with John Hunter.

Action items:	Owner:	Deadline:
Email draft TOR to Steering Group and Check PC insurance covers Mapping Day.	GC	Within 2 weeks
Establish schedule of monthly meetings	DS	Within 2 weeks
Publicise meetings on website, email list, notice boards	DS/CB	Within 2 weeks
Discuss Deputy Chairman Role with JH	CB	Within 2 weeks

Agenda Item: AOB **Presenter:** Various

Discussion:

George to ask WCC Observatory to be part of web group.

Jan still has had no contact from English Heritage, she will continue to chase up.

NP website has been updated, still a few changes to be made.

Dee would ask Jacqui Franklin for invoices for Village Hall hire for Launch and Mapping days.

Leaflets advertising mapping day to be delivered by SC's over the coming week.

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Grant not yet received by PC, all expenses to be agreed prior to expenditure at public meetings for approval by PC.

Any invoices for expenses already incurred to be sent to Dee.

Conclusions:

Action items:

Owner:

Deadline:

Action items:	Owner:	Deadline:
Contact Jacqui Franklin re. VH invoices.		

FYI

NP Steering Group Public Meetings, 7:15pm Reading Rooms

30th June
18th August
29th September
27th October
24th November
26th January
23rd February

PC Meetings, 7:15pm Reading Rooms

2nd June
7th July
1st September
6th October
3rd November
1st December
2nd February
2nd March