

# Steering Group Minutes



**Purpose:** Monthly Review

**Date/Time:** Date: 23<sup>rd</sup>.February 2015, 7:15pm

**Venue:** Reading Rooms, Tysoe

## **Attendees:**

Chris Butchart, Graham Collier, (PC/NP), Rose Morris, Emma Restall-Orr , Dee Spencer , George Stepney, Steve Millward

## **Members of P.C.**

Mark Sewell, Simon Forrester

**5 members of the public**

## **Apologies:**

John Hunter, David Sewell, Penny Hopkins, Mike Sanderson , Jan Brown

## **Agenda**

1. Review and acceptance of previous month's minutes
2. Report from any Sub-group activity
3. Report on Street Champion activity
4. Draft Policies/Plan
5. Financial Review  
(costs incurred in period, and identification of any future required spend)
6. Monthly Communication Plan
7. 'AOB'
8. Questions/Suggestions from residents

# Steering Group Minutes



**Agenda Item:** Review and acceptance of previous months' minutes

**Presenter:** CB

## Discussion:

Chris opened the meeting, welcoming the attending residents. Everyone confirmed that they had received copies of last months minutes and they were accepted.

Simon Forrester had asked at the previous meetings if minutes from public meetings were on the website, Chris informed him that at present they still were not as this had proved more complicated than anticipated. Simon Forrester offered to show Chris Butchart how he uploaded his Tysoe Record articles to the Tysoe website

## Conclusions:

### Action items:

Chris and Simon to address problem uploading minutes onto website

### Owner:

CB

### Deadline:

20/03/15

**Agenda Item:** Report from any sub-group activity

**Presenter:** CB

## Discussion:

David Restall Orr has prepared a slide show of mapping data. This was well received at the open event on 14<sup>th</sup>. February 2015. (it will be available for next two events). He is still finalising maps, having accomplished a wealth of information. This work was a good evidence base.

The Plain English sub group had met on 17<sup>th</sup> February and were half way through their task. Mike Sanderson had received copy of work to date, and group are awaiting his comments. Presentation had also been looked at.

Dee handed out list of groups that had been listed for consultation. Graham had agreed last month to coordinate consuler and consultees.

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## Conclusions:

Work is ongoing with maps, plain English summaries and List of Groups.

## Action items:

Next meeting for Plain English Group is 3<sup>rd</sup>. March  
All members to let Graham know of any groups that they had already consulted and the outcome., so that Graham may compile new updated list

## Owner:

ERO

## Deadline:

GColl/ALL

20/03/15

## Agenda Item:

Report on Street Champion activity

## Presenter:

Rose Morris

## Discussion:

A meeting for the Street Champions was held on 5<sup>th</sup> February at the Tea Rooms. Rose and Steve made a presentation to the SCs. 15 of the 22 SCs attended. There was a good exchange of ideas, some of these were incorporated into the leaflet delivered to all households informing residents of VERSION 2 of the Neighbourhood Plan and dates of the open events.

## Conclusions:

Keeping the SCs engaged is vital.

All returned comments slips (from the leaflet) to be returned to Rose.

## Action items:

100 more leaflets were required for distribution to residents

## Owner:

CB/RM

## Deadline:

06/03/15

## Agenda Item:

Draft Policies/Plan

## Presenter:

CB

## Discussion:

Version 2 of the Neighbourhood Plan is now complete. and available on the website, also at the Shop, Tea Rooms and pub. This consisted of Volume 1 : Planning Policies and maps, Volume 2: Appendices and support evidence. Consultation period is 2<sup>nd</sup>. February to 15<sup>th</sup> March 2015.

The Parish Council had submitted copies to SDC and the Planning Inspector re. Gladman appeal.

Unfortunately a former member of the group has also submitted the same, and total confusion has ensued. (The PC will address this at their next meeting). Mike Sanderson had also responded. This has resulted in Matthew Neal from SDC expressing his concern via emails. Mark Sewell for the PC has requested that from

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now on all correspondence with SDC comes from Chris Butchart as Chairman of the group. It is vital that we work together and not as individuals.

Matthew Neal has stated that he can't accept the plan for comment, but until Chris sees the email he was unable to explain exactly what the reason was.

Keith Risk asked for clarification on whether Mike Sanderson had responded either as member of the NP steering group or as member of Rule 6.

Richard Melton asked for clarification on the process of submitting the draft plan to the SDC which Chris explained:

After consultation with the community, copies of the draft plan (every version) can be submitted to SDC. When final draft is ready the PC will formally submit to SDC for comment. When SDC are satisfied with the plan, i.e. polices etc. they appoint an examiner. Multiple versions are able to be submitted. The PC would be guided by the NP steering group as to when the plan is ready for this stage.

## Conclusions:

Matthew Neal would be advised on who authorised members of the group and PC are.  
George suggested that he be invited to a future meeting.

## Action items:

Contact Matthew Neal at SDC

## Owner:

CB

## Deadline:

20/03/15

**Agenda Item:** Financial Review

**Presenter:**

Dee Spencer

## Discussion:

Balance of spend against initial grant sum of £6800 received from Locality to date is -£164.87

## Conclusions:

Last years Locality grant has been spent. There is the possibility that we may be able to secure a similar grant in 2015 to support on-going development of the plan. An application has been submitted by Tysoe parish clerk. Dee has sent a letter on behalf of the NP steering group requesting financial assistance with any invoices/costs that require immediate payment. This will appear on agenda at next PC meeting. Meanwhile, Mark reassured group that the PC would help where needed.

Any known future costs need to be sent to the PC for prior approval.

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Action items:	Owner:	Deadline:

**Agenda Item:** Monthly Communication Plan

**Presenter:**

CB

**Discussion:**

Next open event is this Saturday 28<sup>th</sup> February, followed by final event for this consultation on 14<sup>th</sup> March.

There were several residents at last event that hadn't attend before, two of which read the entire two documents, making notes and comments.

Rose had also noted residents in the pub reading the Plan

The suggestion that a Facebook and possibly Twitter account would be beneficial to reach other members of the community had been raised at last meeting and the name of a young man from the village who may be interested was suggested.

Steve thought that the low turnout at last event may be due to leaflets being delivered very near to the date of first event. It was also felt that it may not be obvious from the main street that the event was taking place. A banner to put up outside the village hall had been ordered and is due for delivery this week. Cost £57.54 This has been paid by Emma, invoice has been forwarded to Dee, for payment when funds become available.

Steve was happy to be 'chugger' outside the shop encouraging residents to attend the event.

Dee asked on behalf of a resident whether a postal vote would be available at the referendum, Mark Sewell thought there would be, as it will follow same procedure as national voting.

**Conclusions:**

Simon Forrester still felt we needed to reach more young and old residents.

We also need to acquire more residents' email addresses, these would also be useful for the PC. Results from the survey indicate that 80% of the village do have internet access.

Action items:	Owner:	Deadline:
Email mailshot reminding of events	CB	27/02
Comments form for residents to fill in at events	CB/GS	27/02

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More copies of the draft plan were required for the Drs., social club, pre school and school	CB	06/03/15
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<b>AOB</b>	<b>Presenter:</b>	Various
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**Agenda Item:**

**Discussion:**

Graham stated that PC would write to individuals re. Censoring correspondence. PC will add to their agenda that all future correspondence to SDC etc. to go through Chris Butchart. The PC pointed out that an email to SDC from a member of the public had potentially undermined the position of a democratically elected parish councillor.

**Conclusions:**

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Action items:	Owner:	Deadline:

<b>Agenda Item:</b>	<b>Questions and Suggestions from members of the public</b>	<b>Presenter:</b>	Various
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**Discussion:**

Richard Melton asked how referendums were progressing on other neighbourhood plans. Chris stated that there are 100+ plans in the making. Approx. 46 have got to referendum stage. Most appear to have below 50% turnout, with 80% adoption rate. But it is still early days with the process still evolving.

Mark Sewell pointed out that SDC still do not have a 5 year housing supply, which means that our NP is even more vital.

If comments are still required by 23<sup>rd</sup> March Simon Forrester asked to have the draft plan forwarded to him sooner rather than later for proof reading, as a word document with images suppressed.

Keith Risk asked whether residents would be able to see any comments made by the planning examiner, Chris stated that these would be available in Version 3.

**Conclusions:**

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Action items:	Owner:	Deadline:
Send draft to Simon Forrester	CB	20/03/15

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The meeting closed at 20.22

The next NP public meeting will be 30TH. March 2015