

# Steering Group Minutes



**Purpose:** Monthly Review

**Date/Time:** Date: 26<sup>th</sup> January 2015, 7:15pm

**Venue:** Reading Rooms, Tysoe

## **Attendees:**

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

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

Mark Sewell, Jackie Sinclair, Simon Forrester

**21 members of the public**

## **Apologies:**

John Hunter, David Sewell, Penny Hopkins

## **Resignation:**

Gary Cressman

## **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

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

**Presenter:** CB

**Discussion:**

Chris opened the meeting, welcoming the attending residents, inviting residents to comment/ask questions as they arose.

Chris thanked Gary Cressman for his hard work and dedication following his resignation.

Simon Forrester asked if the previous meetings from 2014's public meetings were on the website, Chris informed him that at present they were not but work was underway to upload them.

The scheduled November meeting had been used instead for an open event and there was no public meeting in December.

October 2014 Minutes - These had been distributed within the group and to the PC and were approved by all.

**Conclusions:**

Future minutes need to be prepared, approved and passed to group and PC within 48 hours of meeting, so that they are available for PC meeting the following week.

**Action items:**

**Owner:**

**Deadline:**

Minutes prepared and approved

DSP/CB

28/01/15

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

**Presenter:** CB/DRO

**Discussion:**

David Restall Orr is in discussion with Simon Forrester regarding flooding and awaiting information from the Warwickshire Biological Office. The mapping group have spent the last six months building map data for the parish incorporating sites of special interest, heritage assets, fauna etc. This will result in a wealth of information for the future.

**Conclusions:**

Work is ongoing

**Action items:**

**Owner:**

**Deadline:**

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**Agenda Item:** Report on Street Champion activity

**Presenter:** Rose Morris

**Discussion:**

Rose is in the process of updating SC contact information, she and David Sewell are putting together a letter of introduction for each SC. The SC map requires updating. David felt it would be useful to have a table showing survey response by postcode to establish which streets needed more encouragement to engage with consultation process.

**Conclusions:**

We need to engage the SC's more and boost their confidence, help them to realise how important they are and to brief them on how to encourage more engagement in their area.

**Action items:**

**Owner:**

**Deadline:**

Organise meeting/meetings for SC's, perhaps include members of public too, within the next few weeks.

CB/RM

ASAP

Table and Map of SC's to be updated

CB/RM

ASAP

Analysis of survey response rates by postcode to be shared with Street Champions

CB/RM

ASAP

Steve , Graham and Emma volunteered to help set up meetings

**Agenda Item:** Draft Policies/Plan

**Presenter:** Mike Sanderson

**Discussion:**

Mike had prepared a Summary of Feedback and Consultations on Version 1 of the Tysoe Neighbourhood Plan. Copies were handed to the NP group and to the public.

He explained that Version 1 had been designed to encourage the public to get involved/give more feedback, encouraging comments and reaction. It would become a planning document, and the challenge is to create something that is technically and legally robust whilst at the same time being accessible and relevant to the majority of village residents.

A plain English version was being prepared. Version 2 was almost complete. This consisted of Volume 1 : Planning Policies and maps, currently extending to 50 pages. Volume 2: Appendices and support evidence, currently extending to 100 pages.

Full copies of V2 would be available in public places i.e Pub, Tea Rooms/shop, Doctors surgery. Possibly school reception area. All SC's would also hold a copy to lend to residents if requested. It would be too

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costly to print off draft copies for everyone.

We are able to consider protecting local community assets such as Allotments, Orchard, Pub, Post Office through the plan, and we will seek residents views during the consultation period that accompanies V2 of the draft plan.

V2 would be prepared ready for PC meeting on 2<sup>nd</sup> February 2015.

We have engaged the services of an experienced NP independent examiner to review V2, and suggest improvements.

Consultation period will be 2<sup>nd</sup>. February to 15<sup>th</sup> March 2015.

It was suggested that 3 open events were held within this period.

Dee and Emma along with residents Sylvia Thomson and Beverley Thorpe had volunteered to help with plain English version for V2.

It was noted that Gladman had commented on V1 – 25 pages of argument.

Gordon (resident) asked if it was possible to designate the ridge and furrow field as an asset of community value, it perhaps could be done.

David RO will have maps as PDFs for V2.

Photos would be left out to reduce of cost of printing on this version and saved for final draft version.

John Hunter had marked some of the summary boxes that needed formatting assistance.

## Conclusions:

### Action items:

Formatting assistance

### Owner:

CB

### Deadline:

No later than 2 Feb

Organisation of Open Events

CB/All

w/c 2 Feb

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**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.

Action items:	Owner:	Deadline:
Speak to Jane Millward to consider grant application.	CB	ASAP

**Agenda Item:** Monthly Communication Plan **Presenter:** CB

**Discussion:**

Chris also produced a Proposal Sheet for potential consultation activity to accompany version 2 of the draft plan.

Rose pointed out that NP steering group were all volunteers, and that we needed more help. 7 new volunteers had come forward at the last open event.

Simon Forrester suggested that if everyone who had attended this meeting brought a neighbour or friend from the village to the next meeting this would progress the number of residents engaging. Leaflets advertising V2 and open meetings needed asap, it would be helpful to have V2 available for SC meeting.

Mike had written to local businesses twice inviting them to meet on a one to one basis, a few had responded. Farmers so far had been included in consultation as residents rather than as a distinct group.

Keith Risk had suggested to Chris possibly being able to volunteer to liaise further with local businesses/farmers, Chris would check if he was still willing. Graham would contact NFU for list of local farmers. Dee would distribute list of local groups to be checked.

**Conclusions:**

Suggestion that a Facebook and possibly Twitter account would be beneficial to reach other members of the community, a request for young volunteer for this would be included in leaflet.

Action items:	Owner:	Deadline:
Leaflets to be designed/printed	CB	Before 2 <sup>nd</sup> Feb.
Request for social media help	CB	Add to leaflet

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**Agenda Item:** AOB **Presenter:** Various

**Discussion:**

Steve Millward volunteered to assist in briefing meetings for local groups.

Chris Butchart had been contacted by a number of residents raising the question of when a copy of the draft plan would be sent to SDC for checking.

**Conclusions:**

It was agreed that the matter of when to submit a copy of the draft plan to SDC for checking should not be discussed in the Steering Group meeting as this was a decision that needed to be made by the Parish Council. Instead any comments that attendees wished to make could be raised with the Parish Councillors present after the Steering Group meeting had ended. This would allow the Parish Council to discuss points raised at next Parish Council meeting on 2<sup>nd</sup> February.

Action items:	Owner:	Deadline:

**Agenda Item:** Questions and Suggestions from members of the public **Presenter:** Various

**Discussion:**

Sylvia Thomson asked what the NP steering group hope to get from the consultations. ST was concerned that the focus of discussion was on consultation process rather than on what information or feedback that the group is seeking.

It was stated that the aim of earlier consultation had been to see what issues residents wanted to see the plan cover. Current consultation is seeking views on the emerging content of the plan, in terms of whether the draft policies sufficiently address the issues previously raised by residents.

It is felt that as consultations are progressing and more residents are becoming involved, we are achieving more engagement from the community. We also need to explain within the draft that the 'legal speak' is necessary as the plan will have multiple audiences and needs to be legally robust in order to be valid in any future planning decisions/appeals etc.

**Conclusions:**

A plain English version will be of benefit for those that do not understand or do not have the time to read through entire document.

Action items:	Owner:	Deadline:

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The meeting closed at 20.52

The next NP public meeting will be 23<sup>rd</sup> February 2015