

# Steering Group Minutes

**Purpose:** Monthly Review

**Date/Time:** Date. September 29th  
2014 7:15pm

**Venue:** Reading Rooms, Tysoe

**Attendees:**

Rose Morris, Emma Restall-Orr , Mike Sanderson , David Sewell, George Stepney

Members of Public: David Restall Orr

**Apologies:** Dee Spencer, John Hunter, Chris Butchart, Graham Collier, Jan Brown, Penny Hopkins, 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. Financial Review (costs incurred in period, and identification of any future required spend)
5. Monthly Communication Plan
6. 'AOB'
7. Questions/Suggestions from residents

# Steering Group Minutes

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

**Presenter:** Mike Sanderson

**Discussion:**

Mike, standing in as chair, welcomed those present. Emma assured the committee that she had agreed to take minutes on behalf of Dee. The agenda was distributed.

1. Previous minutes were not available. (When Mike chaired the last meeting, we went through a number of points that needed to be addressed from the previous minutes. Were these noted in the last minutes? We failed to have copies on hand so were too vague to be efficient here.) From the previous minutes, matters known to be outstanding were discussed.
2. Previous month's meeting notes had been emailed to group, but Dee had not printed off hard copy for the purpose of referral at this month's meeting.

Emma raised concerns over the timeline and whether the committee was keeping up to date.

Mike recognised that the committee's Grant would need to be extended beyond December.

**Conclusions:**

**Action items:**

**Owner:**

**Deadline:**

Review and revise the timeline with Chris.

George

Before next meeting

Speak to Jane at the Parish Council to confirm the committee's grant period had been extended.

Mike

ASAP

## Steering Group Minutes

**Agenda  
Item:**

Report from any sub-group activity

**Presenter:**

Various

**Discussion:**

2. Reports from Sub Groups. John and Emma had spoken earlier in the day, and agreed that both Heritage and Environment sub groups were now waiting for action from the mapping sub group. David Orr gave a report on the meeting with Chris Talbot from the Habitat Biodiversity Audit Partnership. Chris has been asked to develop habitat maps for NPs around the region, and agreed to offer the Tysoe NP group the information without charge. All the data he has offered the group has now been imported into the GIS mapping system, and the group is ready to input field data. David suggested we need further interpretation from Chris in order to understand how this data might best be used to rank areas of land, based on habitat, flooding, etc. This may incur a cost of around £200. Put to a vote, the committee unanimously Agreed to the spend.

**Conclusions:**

**Action items:**

**Owner:**

**Deadline:**

Mike will put this to Jane at the Parish Council, and co-ordinate meeting with Chris when the spend is agreed by the PC.

Mike/Chris

After PC meeting

Mike is to continue in discussion with the Warwickshire Biological Records Centre to get data on wildlife.

Mike/David RO

Ongoing

David R.O. is to digitise John's ridge and furrow maps.

Mike and David R.O. will then consider if there is sufficient data for the 9 SHLAA sites and ensure all is inputted into the system.

# Steering Group Minutes

**Agenda Item:**

**Report on Street Champion activity**

**Presenter:**

Rose Morris

**Discussion:**

The group are Keen to keep engagement with the street champions alive, it was agreed that they should be sent an email giving an idea of which champions had what numbers of returns, together with a note letting them know the survey results are in, are interesting, and the information will be released fully within the next month or so.

**Conclusions:**

x

**Action items:**

**Owner:**

**Deadline:**

Chris to release information about survey returns from street champions. Rose agreed to send out an email to the street champions.

Chris/Rose

ASAP

**Agenda Item:**

**Financial Review**

**Presenter:**

Emma Restall Orr

**Discussion:**

4. Financial Review. Emma let the group know up to date figures on the groups accounts. From a starting point of £6300, the balance now stands at £4130.41, the large outlay having been the printing of the survey.

**Conclusions:**

**Action items:**

**Owner:**

**Deadline:**

# Steering Group Minutes

**Agenda Item:** Monthly Communication Plan

**Presenter:** Various

**Discussion:**

The next key phase is to release the survey results, disseminating them in the most useful way.

**Conclusions:**

X

**Action items:**

**Owner:**

**Deadline:**

Mike is to submit the communication ideas in their current form to the Parish Council in time for the next meeting on Monday 6 October.

Mike

Before PC Meeting

Chris is to summarise the survey results into an Excel format. This can then be translated into pie charts for easy visual presentation and post the information onto the website, and an email sent to the 300 on the email mailing list letting them know that the information is now published online.

Chris

ASAP

Chris will print a summary for the street champions to distribute. Emma will acquire three quotations on printing this summary, Mike will get this quote passed by the PC, Emma will get it printed, using the same Hook Norton printing company who printed the survey. Rose will organise the distribution by street champions. **TIMING** : this will be out to Tysoe residents during October.

Chris/Emma/  
Mike/Rose

ASAP

Chris will put together an A3 board of survey results 'headlines'. George will talk to Bart at the shop, and Lilian at the Post Office, to ask if either or both will display such a board.

Chris/George

ASAP

Mike will arrange for two public meetings, an evening and a weekend, in early November, where the results will be displayed. The dates of these meetings will be published in the sheets sent out to all residents.

Mike

ASAP

Ensure that all businesses locally who didn't take up the offer of consultancy in the summer are now clear that they have another opportunity to comment, given the survey results.

Mike

ASAP

# Steering Group Minutes

**Agenda Item:** AOB

**Presenter:** Various

**Discussion:**

Chris (By email) asked the committee to consider the next steps with regard to writing draft policy statements based on the survey results. Preparatory reading was agreed to be useful in advance of the final survey results being available.

David S asked for clarification as to the name of the group. From the governing documents, it was agreed that this was the Tysoe Neighbourhood Plan Working Group Steering Committee.

**Conclusions:**

X

Action items:	Owner:	Deadline:
Mike and Steve are to consider the Long Compton Neighbourhood Plan and the policies written for that Plan, considering where and how these can act as a guide for Tysoe’s Plan.	Mike/Steve	ASAP
George will look at Stratford upon Avon’s strategies in order to ensure that the Tysoe policies fit with these.	George	ASAP

# Steering Group Minutes

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

**Presenter:**

**Discussion:**

There were no suggestions raised

**Conclusions:**

Action items:	Owner:	Deadline:
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