

Steering Group Minutes

Purpose: Monthly Review

Date/Time: Date: 30th. March 2015, 7.15pm **Venue:** Reading Rooms

Attendees:

Chris Butchart, Graham Collier, (PC/NP), Rose Morris, John Hunter, David Sewell, Mike Sanderson , Dee Spencer , Steve Millward

Members of P.C.

Simon Forrester

2 members of the public

Apologies:

Emma Restall Orr, George Stepney, 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

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

Discussion:

Chris opened the meeting, welcoming everyone.
Simon Forrester for the Parish Council had several queries/amendments on the last meetings minutes, which he would forward to Dee and Chris. Everyone else had received and accepted the minutes.

Conclusions:

Steering Group Minutes

Action items:	Owner:	Deadline:
Amendments to be checked	DSP/CB	

Agenda Item:	Report from any sub-group activity	Presenter:	MS/JH
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Discussion:

Plain English Summary

Mike confirmed that he had received the Plain English Summary which he was satisfied with. It would need to be formatted for Version 3 (V3). He would circulate within the group for everyone to see style, approach etc. There would not be any point on commenting on exact content as the summary will inevitably change to reflect V3.

Simon Forrester asked if the consultation period was to be extended, as the Parish Council felt that an extension would be beneficial. Chris explained that this would need to be a repeat consultation rather than an extension. There were still groups to be consulted. Graham expressed his wish to hold a local consultation with the residents of his postcode area, and felt the summary could be a useful tool.

Mapping

Simon and the flood team have photographic evidence and are in the process of deciding how to use. Mikes colleague Ant in conjunction with Chris Talbot from HPA will go through this to decide on important factors and value of the data. Much work has been achieved by David Restall Orr on mapping data, which has been used at last three open events, with Mike giving talks on the information alongside slide presentation. 75 residents including members of women's institute (all local residents) attended the open sessions.

As presented/discussed at the recent series of open day events, the intention is to use the data/evidence gathered to establish a scoring system to identify relative attractiveness of locations that may be subject to future development applications. John asked if a 'model' was available.

Mike explained that the basic model with scoring relevant to the landscape was in process.

Richard Melton asked if a similar 'model' was being used by any other NP. The group is unaware of any other NP groups developing similar models, although general approach to evaluating relative strengths/sensitivities of sites was not uncommon. If such a model can be established, it would give the parish council a valuable tool in future planning applications.

Our group has also created field boundaries, which at present are only used by Defra.

Consultation

Graham to hold local consultation within his postcode. David Bell had volunteered to do the same. Keith to be asked how he was progressing with consultations that he had volunteered to undertake, and for documentation for the evidence base.

Conclusions:

Work is ongoing on mapping.

Steering Group Minutes

Consultation list has been updated so far.

Action items:

Contact Keith Risk

Owner:

CB

Deadline:

This week

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

Presenter:

Rose Morris

Discussion:

Rose reported that SC's had delivered all the leaflets and that they all seemed happy with their roles. Rose and Dee had suggested a press release with information on progress of Tysoe's NP, using the SC's, Rose would look further into this.

David suggested a form in the shop for residents to give their email addresses to increase the database for future updates to residents.

Graham asked whether we could further email residents for feedback.

Conclusions:

Rose would let SC's know that a further leaflet drop advertising additional open event would be required.

Action items:

Owner:

Deadline:

Agenda Item: **Financial Review**

Presenter:

Dee Spencer

Discussion:

Balance against original grant to date is -£308.27

This overspend has been covered with parish council funds, until a further grant has been secured.

Conclusions:

Last years grant has been spent and a new grant was in the process of being applied for by Jane Millward. Chris will assist Jane with form.

Action items:

Finalise form with Jane

Owner:

CB

Deadline:

ASAP

Steering Group Minutes

Agenda Item: Monthly Communication Plan

Presenter: CB

Discussion:

Mike and Chris were waiting for an appointment to visit Matthew Neale at SDC. They will ask for clarification on SDC core strategy, and to also ask about Strategic Environmental Assessment and whether funding/grant is available to cover costs should it be required.

Whilst general feedback is positive, the number of written responses so far from V2 has been disappointingly low, we still need to obtain more feedback.

General feedback at the open day sessions attended by 75 people was generally positive, with attendees complimentary of the work done to date and the draft plan. Whilst a number of attendees had taken time to read both versions V1 and V2 of the draft plan, several made comments suggesting little appetite for continuing draft versions. The steering group discussed the fine balance between the merits of repeated consultation verses the danger of the village suffering 'NP fatigue/weariness'.

James Durooney (independent NP examiner) thought V2 was very purposeful. He was also complimentary and supportive of the Street Champions model.

Simon Forrester confirmed his willingness to proof read V3, which is hoped to be the final version for submission to SDC.

It was hoped V3 will capture the desires and wishes of the residents of the parish.

The deadline for an extended consultation period for V2 was set as May 11th. This will give 14 days for Mike to prepare V3, the Plain English group to address the summary, Simon to proof read and a further 7 days for the Parish Council to read in preparation for the PC meeting on 1st June.

Dee would contact members to organise a suitable date for open event and a date for additional sub group meeting.

John and Mike will meet to work on comment changes, and will notify group before meeting.

Mike will contact everyone who made a comment on V1 regarding changes to policies etc. to ask if they felt V2 addressed their comments.

Chris had received a letter and information from Willbraham Associates Ltd. on behalf of Compton Estates, which had been a result of earlier consultation with the Estate. The correspondence relates to land that may be suitable for development in the future. Once Mike has recorded the correspondence, it would be passed to the Parish Council to allow them to continue any future dialogue directly with Willbraham Associates.

Steering Group Minutes

Conclusions:

Leaflets to be delivered to SC's, possibly including table/map and description to summarise the 'model', r.e. Field mapping/scoring. with information on additional open event.
Advertise on website. Put on Notice Board, in Tysoe Record, posters in shop and other public places, with response boxes..

Action items:	Owner:	Deadline:
Update website	CB	Within 2 weeks
Email residents	CB	"
Organise SCs	RM	"
Set open event date	Dsp	ASAP
Organise sub group meeting	Dsp	ASAP

Agenda Item: AOB **Presenter:** Various

Discussion:

Simon Forrester would try to upload last months minutes onto website (once amended). He would also add new category to the site for the minutes.

The list of NP public meetings needed updating.

Some residents were having difficulty in downloading the comments form on NP website. However a number of people have done so without problem. This is likely to be the result of people using different internet browser versions. Chris will see if the website can be updated to ensure wider browser compatibility.

Conclusions:

Action items:	Owner:	Deadline:
New list of meeting dates to go up in the shop	Dsp	This week
Try to rectify comment download problem	CB	ASAP

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

Discussion:

Conclusions:

Action items:	Owner:	Deadline:
The meeting closed at 21.20		
The next NP public meeting will be 27 th April 2015		

Steering Group Minutes

