

Deerhurst Parish Neighbourhood Development Plan Steering Group

Notes of meeting held on Tuesday 30th January 2019 Held at Apperley Cricket Club

Present:

S Baldwin	L Bromberg
C Baldwin	R Bromberg
M Couzens	J Pollard
C Forbes	M Curran
M Forbes	S Ridal
D Beddoes	B Leeke
S Watts	

Meeting started: 6.30 pm

1. **Apologies for Absence**

Apologies were received from: A Beddoes, H McClain, E Lowinger, R Edwards, C Hughes and C Mundy.

2. **Declaration of Interests**

It was noted that M Curran is Chair of the Stop This Action Group.

3. **Election of Steering Group Officers:**

Chair	Laura Bromberg
Vice Chair	Michael Couzens
Treasurer	Alison Beddoes
Secretary	Sue Baldwin

Steering Group Members:

Robert Bromberg
Clive Baldwin
Heather McClain
Jim Pollard (representative for Parish Council)
Charlotte Forbes

Working Group Members:

Steph Ridal
Stuart Watts

Brian Leeke
Mike Curran
Dave Beddoes
Megan Forbes

4. **Feedback from meeting at Tewkesbury Borough Council with Jane Wormald**

SB summarized some points from the meeting – full notes attached.

5. **Feedback from Parish Council Meeting**

MC and LB summarized the discussions with the Parish Council. LB noted that:

- The response to a request for assistance with funding for a website had been disappointing.
- MC had offered to pay any costs up front to be paid back from the grant money – however that would not be allowed by the rules of the scheme.
- It was agreed that any grant money would be held by the Parish Council and the Clerk would be responsible for paying invoices.
- The Treasurer will be responsible for drawing up a budget and guidance on expenditure, levels of authority, claiming expenses etc.
- The Parish Council are raising the precept for the Neighbourhood Plan

6. **Terms of Reference**

SB had circulated Terms of Reference to the attendees which were agreed and adopted. SB to circulate final version with notes.

Action: SB

7. **Reporting to the Parish Council**

- Notes of each meeting will be sent to the PC.
- Jim Pollard is on the Steering Group and will represent the PC.
- If Jim is unavailable another Parish Councilor will attend.
- A Steering Group Member will attend PC meetings.

8. **Project Plan**

- A Working Group was formed to work on the Project Plan.
- CB was asked to prepare the plan document.
- The WG will meet at 7 pm on 7th February 2019 at 1 The Folly, Hoo Lane.

Action: LB/RB/SB/CB/MC

9. **Website**

- It was noted that the new period for Grant Applications did not open until 3rd April 2019.
- CB was asked to put together a written proposal for a website from 3 providers.
- Website proposal to be taken to next Parish Council Meeting by LB.

Actions: CB and LB

10. **Next Steps**

- Website
- Project Plan
- Logo
- Leaflet Campaign

11. **Any Other Business**

- LB asked SB to send out a web link to the Steering Group for the Locality Roadmap document.
- LB thanked Apperley Cricket Club for hosting Steering Group meetings.

Action: SB

12. **Next Meeting to be held on 7th March 2019 at 6.30 pm at Apperley Cricket Club**

Meeting Finished: 8 pm

Attachments: Meeting Notes – 21st January 2019 – to follow
Terms of Reference – revised version