

## Deerhurst Parish Neighbourhood Development Plan Steering Group

### Notes of meeting held on Thursday 7<sup>th</sup> March 2019 Held at Apperley Cricket Club

#### Present

Committee: S Baldwin                      L Bromberg  
                  C Baldwin                      R Bromberg  
                  M Couzens                      J Pollard  
                  C Mundy                      H McClain  
                  A Beddoes

Others\*: S Andrew                      M Curran  
              B Lovejoy                      J Jenkins  
              L Cole                      P Jenkins  
              P Lee                      C Lee  
              B Scorer

\*Email addresses provided to be added to circulation list

Meeting started: 6.30 pm

#### 1. **Apologies for Absence**

Apologies were received from: E Lowinger, R Edwards and C Hughes.

#### 2. **Declaration of Interests**

None.

#### 3. **Minutes of Last Meeting**

Agreed.

#### 4. **Feedback from Parish Council Meeting**

- LB confirmed that the Parish Council have included £1000 in the annual budget for the Neighbourhood Plan. Whilst this was appreciated the Steering Group will hopefully not need it as funding from Locality will be applied for
- The Terms of Reference were signed off

## 5. Area Designation

- SB reported that the Area Designation had been passed by Executive Committee and the TBC website is due to be updated

## 6. Finance

- AB reported that the Technical Assistance has been applied for and she was expecting a response within 10 days
- A budget template has been prepared
- The grant application is in progress but cannot be submitted until April
- Once the first draft of the project plan is available a budget can be drawn up

## 8. Marketing

- Lo Cole (parishioner from Deerhurst) was introduced to the meeting
- Two examples of a logo designed by Lo were circulated to the meeting for comment and a preferred option agreed by vote
- The logo will be used on the awareness flyer and posters and a letterhead version will be used on documents and correspondence
- LC to liaise with Richard Baldwin (parishioner from Deerhurst) re: questionnaire template design
- CB and SB to look at establishing a Facebook page
- Sue Andrews (parishioner from Deerhurst) to liaise with contact for printing services

**Actions: SB/CB/LCole/SAndrews**

## 9. Communications

- Communications WG to be established – SB/LB/HMcC/CB/BDavis
- A list of local groups and locations for publicity material was generated – see attached
- A questionnaire is to be prepared and sent out to all residents and businesses to ensure the plan reflects local opinion

## 10. Strap Line

- The meeting split into groups to consider a \*strap line\* for the NP
- After discussion it was agreed by vote to adopt \*Our Future in Our Hands\*

## 11. Website

CB updated the meeting on progress:

- Ben Davies (parishioner from Walton Hill) has offered to set up a website at minimum cost
- A sample view was circulated to the meeting
- The website is for the Neighbourhood Plan only – not for the Parish Council as previously considered
- The web address is: “ourparishplan.co.uk
- LB circulated a list of proposed email addresses for the Committee
- CB and B Davies to liaise with Committee members to help them set up
- It is anticipated that the website will be ready for testing in late March
- Volunteers to take photographs were asked to form a WG
- Lo Cole said he would speak to a contact regarding use of a drone
- Ben to liaise with Lo Cole re logo

**Actions: CB/BDavies/BB-WG**

## **12. Timescales**

- LB said that she had carried out an extensive review of other Neighbourhood Plans in the area and their websites
- Of 15 started in 2015 only 5 were complete
- It is hoped that the Deerhurst NDP will be complete in approx. 18 months and allowing time for the review by the examiner and referendum this would take up to 2 years in total

## **13. Project Plan**

- CB confirmed that a draft project plan document has been prepared using Microsoft Project
- The draft plan is populated from the example plan produced by ‘Locality’ and used by most parishes, with some added detail - this will need consideration of dates, duration and task ownership by the WG
- The WG will meet on 20<sup>th</sup> March to work on progressing the plan
- Once the draft plan is available AB will start work on a budget

**Action: AB/Working Group**

## **14. Next Steps**

- Website – ongoing
- Project Plan - ongoing
- Communications – WG to be established to prepare strategy and leaflet and posters for awareness campaign

**15. Any Other Business**

- LB suggested that future meetings of the Steering Group should be arranged two weeks before the Parish Council to aid with the reporting cycle
- CB reported on a recent case at Highnam where the Secretary of State had favoured the Local Plan, JCS and critically the Neighbourhood Plan over the NPP and rejected an application to build 40 houses

**16. Next Meeting to be held on Wednesday 10th 2019 at \*7 pm at Village Hall, Apperley**

**\*Note new location and later start time!**

Meeting Finished: 8.20 pm

Attachment: List of Groups/Sites

SDB/14.3.19

**List of local groups and sites for marketing materials, communications, community events:**

Deerhurst and Apperley Churches  
Parish Church Council  
Methodist Chapel  
Farmers Arms  
Coal House Inn  
School  
Cricket Club  
Mobile Library  
Severnsiders Luncheon Club  
Village Hall Committee – Chair Chris Freeman  
Yoga Group  
Country Dancing Group  
Zumba Group  
Flower Festival Committee  
Village Playing Fields Association  
IT Group – Village Hall  
Tennis Courts  
U4A  
Allotments  
Open Door  
Friends of Deerhurst Lunch Club  
Farm Shop (Coombe Hill)  
Apperley and Deerhurst Community Facebook  
Apperley Community Website

Other contacts:

Environment Agency  
Local Councillors  
Neighbouring Parish Councils