

Deerhurst Parish Neighbourhood Development Plan Steering Group

Notes of a meeting held on: Wednesday 8th May, 2019 at: Apperley Village Hall, 7pm

Present:

Steering Group: S Baldwin; A Beddoes; L Bromberg; R Bromberg; M Couzens;
C Mundy; J Pollard; S Andrew

Parishioners: B Leeke; C Scrimgeour; A Scrimgeour; C Lee; P Lee; S Watts

Apologies: C Baldwin; H McLain; C Forbes

1. **Welcome and Introduction**

LB welcomed everyone to this month's meeting.

2. **Declaration of interests**

None.

3. **Minutes of last meeting and matters arising**

Approved. No matters arising.

4. **Communications**

Introduction to the Neighbourhood Plan

LB did a brief overview of what a NDP is, and how it differs from the Stop This! campaign. The NDP is likely to take around 2 years to complete, and the resulting document is about 60+ pages. Once a NDP is adopted, it carries real weight. Decision makers are obliged by law to take what it says into account when they consider proposals for development in the neighbourhood. If tested, there is evidence that NPs can hold sway in the High Court, e.g. Highnam.

For more details and examples of completed NDPs parishioners are advised to look at the following websites:

Deerhurst Parish Neighbourhood Development Plan:

<https://www.ourparishplan.co.uk/about-the-plan>

STOP THIS!: <http://stopthis.co.uk>

Twynning <https://www.tewkesbury.gov.uk/neighbourhood-development-plans>

Alderton <http://www.aldertonvillage.co.uk/alderton-ndp---consultation-version.html>

Norton (includes the Parishes of Norton, Down Hatherley & Twigworth)

<http://www.nortonparish.com/ndp.html> Community Referendum 2 May 2019.

Neighbourhood Champions (NCs) discussion

As part of the work undertaken by the Communications Group, strategies adopted by other Parishes were considered. In one Plan, the community had identified a group of Neighbourhood Champions, who acted as a point of contact for neighbours throughout the parish. After the Plan was completed, this network remained as they were found to be an excellent way of communicating across the Parish.

The meeting discussed the potential value of Neighbourhood Champions for our Parish and it was decided that it would add value to a number of existing systems already in place, such as *The Severnsider* delivery and the Neighbourhood Watch scheme, and that some of these parishioners may support us by extending their role.

Potential NCs said they would value brief training for this role, along with a crib sheet/FAQs. This information would also go on the NP website.

Angus Scrimgeour volunteered to be an NC for Wightfield Manor and Phil Lee for Walton Hill.

Actions:

- **Communications Group meeting to be held to identify NCs, write crib sheet and arrange training.**
- **SB to set-up a first meeting with NCs for informal training.**

Flyers update

SA presented the finished flyers, which are now ready for distribution. LB expressed a big thank you to parishioner Richard Baldwin for his time and generosity in designing and sponsoring the printing.

Delivery is likely to happen early/mid-June after NC training and once the questionnaire design is underway.

Actions:

- **SB to co-ordinate flyers/posters delivery.**
- **SA to write to Richard on behalf of the NP Steering Group to thank him for his generosity.**

Communications plan update

SB explained that the Communications Plan underpins the NP and we need to demonstrate that we are consulting widely with all the groups that comprise our Parish, including children and other stakeholders. A draft strategy is underway and the Communications plan will form part of the Appendix in the completed NP.

Actions:

- **Communications Group to have a draft Plan by the next meeting in June.**

Questionnaire design update

There are usually 2 questionnaires undertaken in creating a NP. The first, a simple one to canvas general views of Parishioners on what makes their area special and what could be improved. This information will shape the forward direction of our Plan. The second questionnaire is a series of more detailed questions, once the evidence collection is underway.

Ben Davies (ourparishplan website designer) is confident that an online version of the questionnaire can be added to the website – e.g. using Survey Monkey. It was

noted that hard copies of the questionnaire will also be needed, and that although one copy will be sent to each household, it would be good to collect the views of the whole household, including children. It was also noted that some households may wish to remain anonymous.

LB; SB; AB; RB; MC offered to assist in the writing of the first questionnaire. If anyone else is happy to support, please email contact@ourparishplan.co.uk.

Actions:

- **LB to arrange a meeting for questionnaire writing volunteers.**

Code of conduct – Nolan Principles

LB noted that a code of conduct for the NDP group would be good practice, and had drafted a visual based on ‘Nolan’s 7 Principles of Public Life’: Integrity; Objectivity; Selflessness; Openness; Honesty; Accountability; Leadership. These Principles were created in 1995 and are a ‘timeless classic’. They have been widely adopted by organisations and public bodies. JP noted that there is a Parish Council Code of Conduct and that we should check that these do not conflict. It was decided that subject to LB checking no conflict, the Nolan Principles would be adopted and uploaded to the NP website.

Actions:

- **LB to check no conflict with Nolan Principles and Parish Code of Conduct and then send Ben a copy of these for inclusion on the NP website.**

5. Evidence collection

Housing Needs Assessment Update

MC reported that the Skype meeting with (PA) Paul Avery (AECOM), who is writing our Housing Needs Assessment (HNA), was helpful. The report is likely to take around 8 weeks to complete. Prior to the call the Project Group met to draw together responses to PA’s questions and provide local information to assist in the steer of the HNA.

BL (Parishioner) mentioned the need for affordable homes in the Parish for local young people.

It was noted that the phrase ‘Affordable Housing’, in terms of the NP, is defined as, ‘housing provided to eligible households whose needs are not met by the market.’ It is: social rented; affordable rented and intermediate housing (including shared ownership and equity loans).

Actions:

- **LB to ask Ben to add the questions from AECOM to NP website.**

Evidence collection - next stage

The meeting agreed that there will be no action on evidence collection before the June meeting, whilst so much work is needed on communications this month.

Actions:

- SA to include ‘Evidence Collection’ as a standard agenda item.

Mapping Software

JP gave an overview of his research into the best mapping software, which will be needed in the future; having also researched what has been used in other Parishes. It was agreed that when the time comes – and we are receipt of the grant – the Ordnance Survey £75 option (which reduces overall workload), would be purchased.

6. Finance and grants application update

AB reported that the window for the general grant submission has been delayed and is not yet open.

7. Media

Website Privacy Notice / Compliance

MC reported back from CF that the Parish Council website compliance notice has some omissions. As this is on the NDP website (and this website is used for different purposes to the PC website), the NDP privacy notice also needs updating. CF has kindly offered to do both. LB expressed a big thank you to CF for her offer, which we are please do accept. LB will also pass on CF's offer to the PC.

Actions:

- **CF to work with Ben Davies to ensure the ourparishplan website is compliant.**
- **LB to speak to the Parish Council to offer CF's services.**

8. AOB

Actions:

- **JP agreed to draw up a list of Listed Buildings in the Parish.**
- **Action carried forward from April meeting notes: we need to find out which social media platform/s are used by teenagers in the Parish.**

9. Date of next meeting

7.00pm Wed. 12 June, The Village Hall, Apperley – everyone is welcome!

The **Agenda** for this meeting will be published at the beginning of w/c 10 June and can be downloaded or printed from <https://www.ourparishplan.co.uk>

Meeting closed: 8.15pm