

Deerhurst Parish Neighbourhood Development Plan Steering Group

**Minutes of the meeting held: 7pm Wednesday 12 June, 2019
at: Apperley Village Hall**

Present Steering Group

Steering Group (SG): S Baldwin; C Baldwin; A Beddoes; L Bromberg; R Bromberg; H McLain
C Mundy; J Pollard; S Andrew.

Parishioners: H Hughes; C Hughes; P Lee; C Lee; D Hall; H Hall; I Gazzard; R Lynch; S Ridal

Apologies: M Couzens; M Curran; B Checkley; E Checkley;

1. Welcome and Introduction:

LB, Chair welcomed everyone to this month's meeting.

2. Declaration of interests:

None

3. Minutes of last meeting and matters arising

Matters arising from last month's minutes are taken up in this agenda.

Code of Conduct: a final copy of the Code of Conduct for the group was adopted. These are based on 'Nolan's 7 Principles of Public Life', which is the basis for the Parish Council Code of Conduct.

Actions:

- ***LB to send Ben Davies PDF-version of Code of Conduct for the website upload and pass a copy to the Parish Council Clerk.***

4. Communications

Neighbourhood Champions – training.

It was reported that there are plenty of volunteers for flyer delivery in Deerhurst, Hoo Lane, Walton Hill, Deerhurst Walton and Lower Apperley. There is still a need for further volunteers for Apperley.

Actions:

- ***LB to post flyer on Deerhurst & Apperley F/book page***
- ***JP & RB to put posters on Parish notice boards.***

Communications Plan – update

The Communications Strategy is part written, and there is now an urgent need to complete the Strategy and Plan (including identification of timescales and responsibilities). This is crucial as the group moves to the next stage of the project plan.

Action:

- ***LB to arrange a meeting for the Comms group to complete the strategy and plan, in the next week.***

Survey design – update

A project group had met to produce a first draft of the initial survey based on advice from Herefordshire Council. The aim of the survey is to get an initial steer from the community as to the issues, which they are most interested in, to act as a steer for the direction of the plan.

The survey was distributed at the meeting, and was tested in pairs. There were a number of general issues identified including:

- The remit of the survey (and plan) itself and whether questions should be asked where the plan has no direct remit (e.g. the condition of local roads).
- Whether the survey was to be completed by each person in a household, or one person per household.
- The survey itself was easy to complete and the format good.

There were also a number of specific suggestions:

- divide the children age group more than 0-18.
- helpful to know the distance people travel to work.
- what is meant by 'house style'.
- is 'advertising' necessary?

There were a number of changes needed, and these will be actioned after the Design Code meeting with AECOM, as they may also need questions included. When the survey is finalised it will be delivered to every household in the Parish (in 4-6wks). It is very important for the questionnaire to be available online, in order for the highest possible response. It was noted that the paper version, is of most interest to older Parishioners.

Actions:

- ***LB to ask Ben Davies about getting the survey on Survey Monkey.***
- ***LB to show/seek advice of TBC and AECOM on the content of the survey.***

Project Plan – update

CB circulated an updated Project Plan and talked through our progress to date and ran through the process of the NP. It was agreed that we have made excellent progress in the last few months, which would have been impossible without all the time and energy given so freely by a growing number of Parishioners. LB, as Chair, thanked everyone again for all their input.

Village Fete 14 July – NP stall volunteers

A timetable was circulated for volunteers to sign-up to 'man' the NP stall. The fete is from 13:00-19:00. Any parishioners who would like to help on the stall should email contact@ourparishplan.co.uk or via the Facebook page. There will be a briefing meeting for volunteers following the SG meeting on 3 July.

5. Evidence collection

Housing Needs Assessment – update

Draft was received from AECOM on 11 June. It is 50 pages in length and comments/feedback are required by 25 June.

Action:

- **Members of the SG will meet 7pm Thurs 20 June to formulate a collective response.**

Technical support grant to include design code

A grant has been secured for AECOM to undertake a further assessment. This will be around Design (including a Design Code). This will contribute considerably to the evidence base for the plan, and is expected to take around 4 months to complete.

Action:

- **Some members of the SG will meet AECOM at 9.30am on 27th June for a morning to discuss evidence collected to date and next steps. AECOM will spend the afternoon surveying and photographing the area.**

6. Finance and Grants - update

AB reported that the general grant application has been submitted and quotes have been asked for, around project consultancy fees and printing costs. The printing cost quotes were easy to obtain, but the consultancy ones less so as consultants seem to be very busy and do not need the work. All quotes have now been submitted and we await the outcome of the grant application.

AB was thanked by the Chair for her tireless work – which has resulted in so much additional support being undertaken for us.

7. Media

CF has been in touch with Ben Davies regarding the Website Privacy Notice/Compliance. CF is also providing support to the Parish Council re: the same for the community website.

Action:

- **CF to complete privacy notices as needed for the NDP website and support the Parish Council with theirs.**

8. AOB

A letter has been received from an Oxford University lecturer with specialist knowledge of the historical significance of the area. He is offering his services pro bono to support the work.

Action:

- **SA to write thanking him for his offer, which we will be pleased to take up over the summer when evidence collection begins.**

Date of next meeting

The July meeting has been moved to 7pm Wed 3rd July to allow time to plan the Village Fete.

Actions:

- **SA to ask Ben Davies to amend website calendar.**
- **SB to change Village Hall room booking.**

Meeting closed: 8.00pm and was followed by a meeting with those Parishioners volunteering to deliver the leaflets.