



## Deerhurst Parish Neighbourhood Development Plan Steering Group

**Meeting on:** Tuesday 10 December 2019

**At:** 7pm, Apperley Village Hall

### Minutes

**Present:**

**Steering Group (SG):**

S Baldwin; C Baldwin; L Bromberg; R Bromberg; H McLain; S Andrew; J Pollard; C Mundy;  
D Lowin (consultant)

**Parishioners:**

P Lee; C Lee; J Scorer; H Hughes; G Lowinger; S Watts; W Watts; J Mitchell; J Burrows;  
C Scrimgeour

**1. Welcome and Introduction:**

LB welcomed everyone to this month's meeting and introduced David Lowin from The Ridge.

**2. Apologies:**

A Beddoes; J Rudzki; C Forbes; M Couzens; M Davenport; W Barff; C Shaw; B Leeke;  
A Scrimgeour

**3. Declaration of interests:**

None.

**4. Minutes of last meeting and matters arising:**

The November minutes were signed off as an accurate record of the meeting.  
Matters arising from last month's meeting are taken up in this agenda.

**5. Correspondence:**

None, this month.

**6. Finance**

There has been no expenditure in the last month.  
The Village Hall invoice for hiring the meeting room has now been paid.

**7. Design Code – update:**

The final copy of the Design Guidelines document from Aecom has now been received  
and the work has been signed-off.

**Actions:**

- ***LB to circulate to the steering group and when approved ask BD to upload the Design Code and the Housing Needs Survey onto the ourparishplan website.***

## 8. NDP Consultant – verbal report on work undertaken to date:

David Lowin, the consultant appointed to advise the Steering Group and write the NDP, gave a short verbal report on his progress to date. David has:

- familiarised himself with key documentation which we have collated to-date.
- reviewed the Housing Needs Analysis and Design Guidelines document.
- visited the steering group 3 times, to agree the next steps, and support the production of the questionnaire, as well as conducting a familiarisation visit to the Parish.
- shared existing Parish information from JP (and will do, on an ongoing basis).
- reviewed historic information for the Parish.
- contacted Gloucestershire Wildlife Trust

DL reported Gloucestershire Wildlife Trust is willing to prepare a bespoke report for us for a fee of around £300. The group agreed to delegate the authority to David to spend up to £300, and that an environmental subcommittee would meet early in the New Year.

DL said he thought it reasonable for a draft NDP to be ready by end of April 2020, after which time the process is governed by external timelines - the final plan would probably be adopted by early 2021.

David discussed the questionnaire and advised:

- the householder questionnaire form part of the NDP evidence.
- To gather qualitative as well as quantitative responses - parishioners to add text/elaborate their answers (this is simple to do online as the boxes 'grow'). People are welcome to attach extra sheets of paper to the hardcopy questionnaires. If we can get detailed views and thoughts, the data and resulting report becomes more textural.
- to get as broad an age range as possible to complete questionnaires – we are interested in the views of everyone in the Parish
- postcode is key – without this a completed questionnaire is invalid.
- NDP policies should be positively written and be appropriate and reasonable.

### Action:

- ***steering group voted unanimously to approve the Gloucestershire Wildlife Trust report and sanctioned £300 spend without further reference.***
- ***David to arrange for a meeting early in the New Year with GWT. (Laura / Sue to liaise with the steering group to involve any members interested in the environmental aspects of the plan.)***

## 9. Householder Questionnaire:

Printed questionnaires, plus A4 information sheets were distributed to the volunteers for delivery. It is one questionnaire per person in the property, this includes children under 18; we are interested in hearing everyone's views.

- **Sharing questionnaire and process:**  
Each question on the questionnaire was discussed to give distributors confidence in answering any questions from householders. Further enquiries can come to the

email address on the form. The electronic version was also shared, and the wider group agreed that it was very simple to complete. Parishioners to be encouraged to complete on line where possible, but all responses welcomed in any format.

- **Delivery & collection:**

In order to give householders the statutory 4 weeks to complete (we are giving 5 weeks to allow for the holiday period), the questionnaires must be delivered by 24 December and completed either online or hardcopy by 24 January 2020. Paper returns can be made to the Village Hall, Deerhurst Church, and the Farmer's Arms pub.

**Actions:**

- ***Laura to log distribution to ensure that we meet time deadlines. Steering group had a light workload initially so that they could support if last minute deliveries are needed.***

#### **10. Communications – update**

The main task this month is to ensure all the questionnaires delivered by 24 Dec. We need to check that we have consulted Parishioners as widely as possible e.g. Community Facebook page; posters; [www.ourparishplan.co.uk](http://www.ourparishplan.co.uk) etc. LB reported that she had written a short piece highlighting the questionnaire in this month's edition of 'The Severnsider' magazine.

**Actions:**

- ***Laura to do Facebook questionnaire reminders at least weekly on community page.***

#### **11. AOB**

None.

#### **12. Date of next meeting:**

**Tuesday\* 14 January 2020.**

**\*Please Note:** In 2020 these meetings will be held on a **Tuesday** at 7pm in the Village Hall, Apperley,

Meeting closed at 8.10pm