



Deerhurst Parish Neighbourhood Development Plan Steering Group

Meeting on: Tuesday 14 January 2020

At: 7pm, Apperley Village Hall

Minutes

Present:

Steering Group (SG):

S Baldwin; C Baldwin; L Bromberg; R Bromberg; S Andrew; J Pollard; C Mundy;
A Beddoes; D Lowin (consultant).

Parishioners:

P Lee; C Lee; J Scorer; H Hughes; C Hughes; G Lowinger; E Lowinger; S Watts; J Alderman-Bowers; M Dimond-Brown; D Beddoes; B Leeke; P Fay.

1. Welcome and Introduction:

LB welcomed everyone to this month's meeting.

2. Apologies:

J Rudzki; M Couzens; C Forbes; H McLain.

3. Declaration of interests:

None.

4. Minutes of last meeting and matters arising:

The December minutes were signed-off as an accurate record of the meeting. All actions had been undertaken. Matters arising from last month's meeting are taken up in this agenda.

5. Correspondence:

An email has been received from a Parishioner to let us know that although they had received the questionnaire, this was the first they had heard of the NDP. LB suggested a meeting and they have joined the NDP e-Mailing List.

6. Evidence collection:

- **Questionnaire collections**

Responses to date – LB reported that to date, 217 questionnaires have been completed online and 18 hard copies representing a response rate of around 26%.

The aim is to increase this to over 30% which appears to be around the average response rate for NDP questionnaires. Volunteers are nudging, reminding & chasing-up households in the areas they delivered questionnaires/information.

A range of further suggestions were made to encourage further responses.

Actions:

- *Volunteers will be stationed at the Village Hall, Apperley pre-Pantomime – Fri 17th 7.30pm, Sat 18 Jan 2.30pm and 7.30pm to remind parishioners of the approaching deadline.*
 - *JS to attend at gates of Apperley School to remind Parishioners collecting children.*
 - *LB to visit the Open Door lunch club on 17 Jan. at the Village Hall to remind any Parishioners and support them to complete as necessary.*
 - *JP has placed signs around Apperley. Dave Beddoes to look into whether NDP banner could be attached to village entry.*
- **Questionnaire Analysis:**

Data group to meet w/c 20th January to decide how best to data cleanse and analyse results. DL to be informed throughout as to what cross tabbing is required. It was suggested that the weather conditions should be noted when writing up the plan.
 - **Environmental:**

LB reported that the Steering Group had met with Gloucestershire Wildlife Trust on Tuesday 7th January, 2020 and had since agreed to commission the Bronze and Silver services with one element of Gold (the detailed Habitat Analysis – subject to cost)
 - **Historical:**

DL reported that Glos. County Council will condense the Historical Archive Record on the Parish (comprising 270 pages) down to 4-5 pages for the NDP; at no charge.

Actions:

- *LB, RB, AB, CM & SW to meet re. analysis of data on 23.01.20. Others interested in helping with this element, please make contact.*

7. Writing the draft Neighbourhood Development Plan:

DL to begin drafting objectives and overall structure of plan whilst on leave next month, in preparation to share these with Tewkesbury Council. Once these have been shared, TBC should be in a position to advise on whether and Environmental Impact Assessment (EIA) and Strategic Environment Assessment (SEA) are needed. Informal advice from TBC previously, is that this is unlikely to be needed.

Actions:

- *DL to identify what the objectives and likely sections of the plan, update Steering Group.*
- *DL to arrange a meeting with Tewkesbury Borough Council in March.*
- *LB to send DL Annette Roberts's (TBC) contact details.*

8. Finance:

It was noted that any of the General Grant unspent at 31 March 2020, must be returned and, if required, a further application for 2020 funding made. The group noted that it is essential that this should not be allowed to hold up the writing of the plan as in 2019/2020 when there was a 3-month delay in the 'new window' for applications opening.

Actions:

- ***LB & AB to meet to discuss finance and grant funding.***
- ***Any outstanding invoices to be passed to SA for payment as soon as possible.***

9. Communications:

The meeting discussed the groups/organisations, which need to be contacted, to comment on the NDP. Most of the groups have been identified in the NDP Communications Plan.

Groups mentioned at the meeting (to be checked in the Comms plan) were:

- The Cricket & Football Clubs, Apperley;
- Allotment users;
- The Village Hall;
- Parish Council; Church group;
- Fisherman - who fish on River Severn;
- The Hunt/horse society;
- Utility companies including: Severn Trent; oil & gas pipelines;
- National Grid;
- Stagecoach/other bus companies.

Actions:

- ***LB/SB/SA 20.01.20 Comms meeting to action writing to organisations and clubs in the Parish and update Comms plan.***

10. AOB

None

11. Date of next meeting: Tuesday* 11 February 2020.

*In 2020 Steering Group meetings will be held on a Tuesday at 7pm in the Village Hall, Apperley.

Meeting closed: **8.05pm**

Minutes: SA/LB