

**STOKE ORCHARD AND TREDINGTON NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING COMMITTEE**

**MINUTES OF MEETING HELD ON 10 DECEMBER 2019 AT 7.00PM**

- Venue** Stoke Orchard Community Centre.  
**Present:** Cllrs. R. Chatham (RC) and P. Ternouth – Chairman (PT).  
S. Dobson (SD), R. Grimshaw (RG), M. Juckes (MJ), J. Menzie Wilson (JMW),  
P. Newton (PN), C. Wilkes (CW).
- Attendees:** J. Owen, Secretary and Finance Co-Ordinator, S. Hinde, Trainee Clerk.
- 1** **The Chairman will formally ask if anyone is intending recording or filming the meeting**  
There were no requests to record the meeting.
- 2** **To receive comments from the public - no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting**  
No public present.
- 3** **To note apologies for absence**  
L. Adamson, G. Webber and Cllr. H. Webber.
- 4** **To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**  
PT stated that if all members were residents in the villages, they all had an interest, but nothing specific at that stage.  
RC stated in his capacity as a Parish Councillor and being also Chairman of the Community Shop, he had been advised that all interests should be noted, especially when discussing parcels of land.  
RG stated he was representing Tredington and Stoke Orchard Churches PCC, Tredington Village Hall and he was a member of The Friends of Tredington and Stoke Orchard Churches.  
CW was a member of Tredington and Stoke Orchard Churches PCC.  
MJ was a member of The Friends of Tredington and Stoke Orchard Churches. Also, her son owned Tredington Farm in Tredington.  
JMW was a member of The Friends of Tredington and Stoke Orchard Churches.
- 5** **To confirm and agree Minutes of the NDP Steering Group Meeting on 3 October 2019**  
The Minutes of the NDP Steering Committee Meeting held on 3 October 2019 which had previously been circulated to all member were signed by the Chairman as a true and accurate record.
- 6** **To review and report back to the Parish Council on amendments to the Terms of Reference**  
**THE MEMBERS AGREED** the following:
- Under **Purpose** to read: The Neighbourhood Plan must **not conflict with** the wider ambitions ...
  - Under **Membership of the Steering Committee**  
Membership should total no more than fourteen (14) persons including one (1) ex officio, (Secretary). Three (3) members are to be serving Stoke Orchard and Tredington Parish Councillors.
  - Under **Quorum** – as the Steering Committee had no delegated power and was required to report to the Parish Council, **THE MEMBERS AGREED** no quorum was required.
  - Under **Topic Groups: (TG)**  
Chairman to be appointed by the SC  
To be a minimum of four (4) persons
- It is the responsibility of the Chairman of each TG to agree the recruitment of members of the TG with the SC.  
The number and remit of TG will be reviewed quarterly by the SC. At this stage

TG are envisaged to cover the following areas taken from the Vision Event Report:

1. Sustainable Transport
2. Green Infrastructure
3. Housing Mix
4. Historic Environment
5. Community Facilities

TG's to meeting monthly.

SC to meet monthly – meeting dates already defined.

Timescale for completing resource investigation was twelve months but the Chairman confirmed that was ambitious.

## 7 **To review and update the Vision Report and agree actions**

The Chairman confirmed nothing would be changed directly, however the planning background had changed due to the recent Tewkesbury Borough Plan (TBP) consultation which had highlighted various issues i.e. transport, drainage, employment and impact on drainage and flooding at large. There was a discussion and it was agreed it was important to interpolate the comments highlighted in the consultation into the NDP.

The Chairman stated a land use map was required. MJ and JMW offered to work together to produce one.

The Chairman asked for any questions.

MJ asked if the report could be circulated to the members prior to it being sent to the Parish Council and the Chairman confirmed it would be.

PN asked about communication. It was agreed names of the Chairmen of the five Topic Groups would be added to the Parish Council website and all communication would be via the Secretary. RC agreed to include information in the Stoke Orchard and Tredington Newsletter but with the 18 December 2019 copy deadline it may only be possible to have a short overview and further information in the January 2020 issue.

## 8 **To consider Topic Groups and resource investigation and agree actions**

The Chairman asked members about their expertise and interests as he wished to identify volunteers for Chairmen of Topic Groups (TG) and also other volunteers living or working in the parish with local knowledge/expertise. The following members agreed to be Chairmen for the five policy areas identified in the Community Vision Event Report, prepared by Planning Consultant, Andrea Pellegram:

- **Sustainable Transport – Cllr. P. Ternouth**
  - Footpath improvement and filling gaps in the network
  - Cycle lanes and improvements
  - Public transport (bus)
  - Road safety and traffic calming
  - Lorry exclusion zone?
- **Green Infrastructure – C. Wilkes**
  - SUDS and water management using natural features
  - Protection of SSSI
  - Orchard reinstatement and planting
  - Improvements to biodiversity
  - Pollution management
  - Countryside character and access
  - Views
- **Housing Mix - S. Dobson**
  - Affordable housing for young people
  - Bungalows for older people to down-size into
- **Historic Environment – R. Grimshaw**
  - Buffer around listed buildings
  - Identification of non-designated heritage assets
- **Community Facilities – P. Newton**
  - Protect what is there
  - Allow for new facilities (such as a pub)

The Chairman outlined the role of the TG and what they were required to source. He stated it was important for the NDP not to be in conflict with TBP. TG would start with two tasks:

1. Look at gap analysis of policies in higher plans and identify policies required to meet with the aspiration in the Vision Statement Report, (not already provided for in the TBP)
2. Look at Project Plan Report circulated previously

The Chairman agreed to assist the TG Chairmen with the gap analysis. He stated the Land Usage Map would be a base document for the whole group to use and a mapping facility which all members could access would be very useful.

JO agreed to source a suitable mapping tool.

It was agreed the Minutes of the SC meetings would be sent to Andrea Pellegram

The Chairman agreed to circulate the TBP to all members.

**9 To consider Project Plan and agree actions**

The Chairman had circulated an NDP Management Plan which would enable the SC to measure progress on the plan preparation based on the meeting dates through to September 2020.

**10 To receive agenda items for the meeting**

None.

**11 Date of next meeting -21 January 2020.**

Meeting Closed 20.22

Chairman .....

Signed .....

Date .....

***These minutes are subject to approval at the next NDP Steering Committee Meeting***

**2020 Meeting Dates**

21 January

18 February

17 March

21 April

12 May

16 June

July – No Meeting

August – No Meeting

8 September

20 October

17 November