

**STOKE ORCHARD AND TREDINGTON NEIGHBOURHOOD DEVELOPMENT PLAN**  
**STEERING COMMITTEE**  
**MINUTES OF MEETING HELD ON 21 JANUARY 2020 AT 7.00PM**

**Venue** Stoke Orchard Community Centre.

**Present:** Cllrs. R. Chatham (RC), P. Ternouth - Chairman (PT) and H. Webber (HW).  
L. Adamson (LA), R. Grimshaw (RG), M. Jukes (MJ), J. Menzies Wilson (JMW) and  
G. Webber (GW).

**Attendees:** J. Owen, Clerk and Finance Co-Ordinator.

**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  
There were no public present.

**3 To note apologies for absence**  
S. Dobson, P. Newton, C. Wilkes and S. Hinde (Trainee Clerk).

**4 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**

The Chairman stated declarations of interest would be the same as recorded at the previous meeting, (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. MJ was a member of The Friends of Tredington and Stoke Orchard Churches. Also, her son owned Tredington House 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 Committee Meeting on 10 December 2019**

The Minutes of the NDP Steering Committee Meeting held on 10 December 2019 which had previously been circulated to all member were signed by the Chairman as a true and accurate record.

**6 To report back from the Parish Council meeting on 7 January 2020 on amendments to terms of reference and agree actions**

**THE PARISH COUNCIL APPROVED AND ADOPTED the Terms of Reference** with the following amendments:

For the NDP Steering Committee (NDP SC) the quorum requirement was at least three members, one of which was required to be a Parish Councillor

For the NDP Topic Groups (NDP TC) the quorum requirement was any three members

It was also agreed that members of the NDP TG should be recruited initially from the NDP SC

A copy of the updated Terms of Reference had been circulated to all members with the meeting agenda. **ALL MEMBERS PRESENT AGREED** to the Terms of Reference and signed page 3 which the Clerk retained. Three absent members would be asked to sign at the next meeting.

**7 To receive progress with resource investigation, report back from Parish Council meeting on 7 January 2020 and agree actions**

HW agreed to be a member of Sustainable Transport TG.

M. Robinson and M. Ireland agreed to be members of Historic Environment TG.

LA agreed to be a member of Green infrastructure TG.

GW agreed to be a member of Community Facilities and Sustainable Transport TG.

Dr C. Garner agreed to be a member of Housing Mix TG.

**ACTION:** Report back to the Parish Council that NDP SC want another NDP TG: Drainage and Flood Management TG – RC would be Chairman of that new NDP TG.

RC would ask Cllr. James Gilder to assist as very knowledgeable in that area too.

**ACTION** – Confirm Parish Council were content for NDP SC members to assist with more than one NDP TG.

JMW and MJ were in the process of producing a parish land use map, (1: 25,000) and displayed a sample of progress to date which all agreed was looking good.

JMW had a map which did not show the boundary of the old hospital although it was shown on the map MJ had. RC stated he would circulate the official Election Parish Map with the correct boundary if any required it.

Members discussed the structure/display and although initial suggestions were to mark all information on one map, for clarity, it was suggested and agreed that an overlay for each heading would be a better system.

The Chairman confirmed he had met with RG and CW since the last meeting to discuss their NDP TG.

**8 Planning for Gap Analysis; the relation between Joint Core Strategy and The Local Plan and the aspirations in the Vision Event Report**

The Chairman stated planning for gap analysis was simply going through the senior plans to see where the Joint Core Strategy (JCS) and Tewkesbury Borough Plan (TBP) were not detailed enough. The policies for the NDP had already been set out in the JCS and TBP. The NDP SC would put down areas in which the policies were not sufficiently detailed to promote the aspirations we have in the Vision Statement and those areas constitute the gap analysis.

**9 To consider NDP web page and agree actions**

**MEMBERS AGREED** the following would be added to the NDP tab of the Parish Council website in due course:

Vision Statement

Copy of the outline of the work NDP SC were undertaking – PT to provide to Clerk

Link to TBP and JCS

Terms of Reference

List of members of NDP SC

Topic Group coverage and Chairmen names

Land use map of the parish –JMW to provide via email

Copy of the magazine article which appealed for volunteers for the NDP TG's

**10 To receive report on liaison with Andrea Pellegram after NDP SC inauguration**

Chairman confirmed Planning Consultant, Andrea Pellegram was very happy with progress to date and plans for future progress. She suggested liaising further after NDP SC completed gap analysis and were beginning to formulate policies, circa April/May.

**11 To receive amendments to management plan and agree actions**

Chairman circulated a management plan at the previous meeting and would be circulating an updated version within the next few days.

**12 To receive items for agenda for next meeting**

To receive progress report with regard to gap analysis

To receive NDP SC Chairman's Report and Minutes of Topic Group Meetings

**13 Date of next meeting: 18 February 2020**

**Meeting closed: 20.01pm**

**Chairman** ..... **Date** .....

**Cllr. Phil Ternouth**

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

**2020 Meeting Dates**

17 March

21 April

12 May

16 June

July/August – No Meeting

8 September

20 October

17 November