

**STOKE ORCHARD AND TREDINGTON NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING COMMITTEE
MINUTES OF MEETING HELD ON 18 FEBRUARY 2020 AT 7.00PM**

Venue Stoke Orchard Community Centre.
Present: Cllrs. R. Chatham (RC) and P. Ternouth - Chairman (PT).
S. Dobson (SD) and M. Jukes (MJ).

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**
Louise Adamson, Roger Grimshaw, Jim Menzies Wilson and Shelley Hinde (Trainee Clerk).
Chairman reported that Chris Wilkes and Heather Webber had both resigned.
- 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.
MJ was a member of The Friends of Tredington and Stoke Orchard Churches. Also, her son owned Tredington House Farm in Tredington.
- 5 To confirm and agree Minutes of the NDP Steering Committee Meeting on 21 January 2020**
The Minutes of the NDP Steering Committee Meeting held on 21 January 2020 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 4 February 2020 on amendments to terms of reference and agree actions**
The Parish Council granted permission to add a further Topic Group: Drainage and Flood Management with Cllr. Chatham as Chairman.
- 7 To receive progress with resource investigation, report back from Parish Council meeting on 4 February 2020 and agree actions**
PT reported he had commenced with the gap analysis for Sustainable Transport and subsequently that he hoped to complete it by the next meeting.
- 8 To receive progress report with regard to gap analysis and agree actions**
The Chairman reported that recruitment to TG had been unsuccessful, potentially due to the high-profile status given to them for the gap analysis in the newsletter, combined with the fact that this task appeared highly theoretical and was difficult for people to comprehend.
PT outlined the process he used for gap analysis for Sustainable Transport. Members discussed the various TG gap analysis and RC suggested the NDP SC should take a

much simpler approach, basically starting with what they wanted to achieve and ending up with the identification of what areas of detail were missing from the Development Plans. PT suggested that working with a flexible approach outside the formal framework of the TGs. RC stated that would enable members to work on each TG gap analysis together, which PT noted was an approach now reflected in the revised management plan.

SD referred to plan preparation research he had carried out for the NDP SC and suggested a survey to all members of the community would be a good way to gather data. He offered to provide a questionnaire as a starting point, members could then add to it, prior to circulation. The Clerk confirmed she had contact details for people who would be willing to assist with distributing a questionnaire.

MJ stated a questionnaire would create interest and increase energy in the NDP in the local community which would be excellent news.

PT was keen to get the policy ideas completed prior to sending out the questionnaire so that it could be tailored to include them. However, he agreed it would be great if SD could prepare the draft questionnaire, (in Word format) and circulate to all members for their input prior to the next meeting scheduled for 17 March 2020.

MJ distributed copies of the map she and Jim Menzies Wilson had prepared, based on an Ordnance Survey map, an electronic version was also available on the website.

PT confirmed he would do the map overlays.

MEMBERS ALL AGREED an A3 printer was required for the NDP SC for working on maps etc. A3 would be preferable to work with as A4 was so difficult to read. Request to be added to NDP SC Report for the next Parish Council Meeting.

9 To discuss and resolve amendments to the work plan and how this is resourced and any consequential amendments to the management plan and terms of reference.

PT outlined the principle of the changes he was suggesting to the work plan circulated at the meeting, (also circulated with the minutes). That was instead of the gap analyses being carried out in parallel by separate topic groups they would be carried out sequentially with a more flexible use of the volunteers willing to carry them out. Also shown after the completion was the evidence collection which would include the use of the questionnaire, as suggested by SD. That would lengthen the pre-adoption stages of the preparation of the Plan but PT hoped it would provide a more practical way of making progress.

10 To consider NDP web page and agree actions

MEMBERS AGREED the Clerk would add a piece to the website stating that ‘after the summer, the NDP Steering Committee hoped to circulate a simple questionnaire to members of the community. It was hoped the questionnaire would create interest and increase energy in the NDP.’

11 To receive items for agenda for next meeting

- Report on progress on Workplan
- Questionnaire development

12 Date of next meeting: 17 March 2020

Meeting closed: 8.30pm

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

DRAFT