

ES&BG Neighbourhood Plan Steering Team Meeting Tuesday 11th May 2021

Present:

Marian Dain	Charles Gillow	Beth Reed
Tony Greener	Gill Lock	John Dain (reporter)

Apologies: Paul Debenham

Agenda:

1. Membership update (Marian)
2. Actions from last meeting not part of this agenda
 - ToR endorsement by PC (Marian)
 - Risk Register (Marian)
 - Thoughts on Consultants (Marian)
3. Community Consultation (Gill + Beth/John)
4. Update from meetings on 4th & 8th May
5. Plans moving forward
6. Business & Stakeholder Consultation (John + Charles/Tony)
7. Finance (Charles)
8. AOB
9. Meeting schedule (see list below)

Status/Decisions/Actions

1. Membership update – Regrettably Stephanie has decided she needs to leave the project.
2. Actions from last meeting not part of this agenda
 - ToR endorsement by PC – will be reviewed/signed off @ June 9th PC meeting
 - Risk Register key risks to be reviewed at each meeting – Key risks so far
 - a. GDPR compliance (may need Dropbox for GDPR sensitive info)
 - b. Covid 19 security
 - c. Funding – PC funds may be useful for covering cash flow – need to check with other NP teams (Twyford spent a lot but has much bigger precept – other local parishes have kept +/- within grants (£10k basic or £18k with development agenda)
 - d. Sufficient engagement at the start to get the plan going
 - e. Adequacy of overall consultation vs review at end of project
 - f. Adequacy of diversity/equality of opportunity for consultation etc (Marian & Beth to discuss)
 - Thoughts on Consultants – initiating contact with 5 consultants – one response so far – O’Neil Homer – need to develop a strong brief as this is seen to be critical to control costs. Again learning from other NP work will help.
3. Community Consultation
 - Lots of ideas @ the meetings on 4th/8th May
 - Events – mix of special events and pop-up tables to grab people – get under underway June/July
 - Bigger probing events in late Aug/Sep
 - Materials being developed/prepared/purchased
 - More people need to be recruited to help and dates fixed in diary
 - Lots of legwork will be required to gain good turnout in Bishops Green – social media also to be exploited.
4. Business & Stakeholder Consultation

- Getting underway with initial interviews with small number of bigger business stakeholders to be targeted in next month or so.
5. Finance
 - Expression of interest form submitted to Locality to kick off grant process
 - Will look to secure initial £1000 for costs of community engagement stage
 6. AOB
 - Dropbox or similar repository seen as desirable for working documents and diary sharing – (Charles/John will look at this)
 - Also need to look also possibility of SharePoint or Survey Monkey licensing via B&D BC (Marian)
 7. Meeting schedule (see list below) – agreed with recognition that attendance may not always be complete

Future Steering Group meetings with target duration of 1 hour max are scheduled as follows:

Tuesday 25th May @ 1930
Tuesday 8th June @ 1930
Tuesday 22nd June @ 1930
Tuesday 13th July @ 1930
Tuesday 3rd August @ 1930
Tuesday 24th August @ 1930

Location tbc – given the time of day, we will likely continue to use Zoom for many but aim for some face to face meeting at key points