

ES&BG Neighbourhood Plan Team Meeting Tuesday 20th April 2021

Present:

Marian Dain	Charles Gillow	Beth Reed
Paul Debenham	Stephanie Hayes	John Dain (reporter)
Tony Greener	Gill Lock	

Agenda:

- 1) Agree Terms of Reference
- 2) Agree roles within the Steering Group
- 3) Finance – actions required
- 4) Initial Consultation set up – residents and stakeholders
- 5) Outside Consultant
- 6) Ways of working for the Steering Group.
- 7) A.O.B.

Agreement/Decisions/Actions

1. Terms of Reference:

Assembled form Locality suggestions and learning from other Parish Councils in B&D BC

Agreed the ToR for **Marian to secure formal PC endorsement**

2. Steering Group Roles & Interests:

Marian Dain – Chair

Charles Gillow – Vice Chair/Finance

Beth Reed – Community Engagement/Comms

Gill Lock – Community Engagement/Comms & Heritage, History & Conservation

Stephanie Hayes – Project Management & Environment & Sustainability,

Paul Debenham – Housing Development & Infrastructure

Tony Greener – Local Businesses & Employment Opportunities

John Dain – Secretary & Data Collection, Local Businesses & Employment Opportunities

3. Finance:

May need to apply to PC for budget to execute initial community consultation as Charles reported that applying for the Locality funding requires answers/inputs on Housing numbers and areas for development that we will not have available until later in the year. (Funding has to be requested in advance of spending – cannot get for costs already incurred) **Marian will seek experience from others, discuss further with Charles and work with Comms team to see how potential demand on PC funds is contained and then, if required, request budget from PC.**

4. Initial Community and Stakeholder Consultation Set Up:

Draft from Beth/Gill agreed as useful start. Other ideas: plant swap event – working with the school over Summer term

Agreed that face to face meeting to consolidate ideas into a detailed plan. Meeting can be held as of now in Bishops Green Village Hall and we should do ASAP....try for w/c May 3rd – evening (1930-2100) of Tue 4th and 1400-1530 afternoon of May 8th – two sessions seen as advantageous for attendance and the opportunity to refine/improve. (not expecting all Steering Team to be able to attend both). **Marian to book BGVH and sort Covid security requirements.**

Target the burst of comms activity to launch the community consultation from mid-May and the consultation to run from mid-June into July.

Stakeholder engagement – **John/Tony/Charles to work this– report back to next Steering Meeting.**

Reminder that we need to be careful on GDPR regulations on handling personal data esp. requesting sign off that individuals' data can stored for use in the Plan process but not shared without permission.

5. Consultant:

Marian will begin research on a consultant who would be brought in once we have the vision/ambition for the Parish (autumn at the earliest). Learning from other Parishes is key to this with 4 reasonable leads from 10 names.

6. Ways of Working:

Ideally same/day/time for meetings – every two weeks on a Tuesday until we have got the consultation underway (end Jun) – next meeting agreed for 11th May to follow up the volunteer community consultation planning sessions on May 4th and 8th. Thereafter on Tue May 25th, June 8th and June 22nd. Objective to set these up as face to face in village halls with Zoom option – both halls have WiFi.

Short meetings with discussion of pre-read that has been issued by the previous Friday

Risk register – GDPR, CV19 precautions for meetings/events - **Marian/Stephanie to discuss taking into account points raised by Charles on GDPR.**

7. AOB

Beth asked when social media activity will start – will be established with consultation plan along with other comms

“Language” for the plan to be developed for the consultation. **(Beth & Gill)**