**ES&BG Neighbourhood Plan Steering Team Meeting Wednesday 23rd June 2021**

**Present:**

Marian Dain

Charles Gillow

Gill Lock

John Dain (reporter)

**Apologies:** Beth Reed, Paul Debenham, Tony Greener

**Agenda:**

1. Record of last meeting
2. Risk Review/Update
3. Update on Community Engagement (Gill/Marian)
* Logo exhibitions final details
* Photo competition status
* Pop-up events schedule
* Tentative dates for big September meetings
1. Discuss agree beermat/coaster give-away -size/design/cost- (John)
2. Update on Business/Stakeholder Engagement (John)
3. Check in on OneDrive/OneNote repository (John)
4. Finance update (Charles)
5. Consultants (Marian)
6. Development news (Marian)
7. Any other business

**Status/Decisions/Actions**

1. Record of last meeting (8th June)
* Agreed as good record.
* Per last meeting, two items from June 9th PC meeting
	+ SG ToR are agreed.
	+ PC agree to provide bridging money for NP work until grants come through.
1. Risk Review/Update
* Risks are now recorded as a matrix in the NP SG OneNote folder
* GDPR compliance ensure any personal/contact details collected at pop-up events have permission from the resident
* Data security – OneDrive/OneNote system for NP SG is now up and running
* Covid 19 security risk assessment for pop up events has been agreed.
* Funding – First tranche of funding from Locality is being processed
* Sufficient engagement at the start to get the plan going – no immediate issues – key watch point.
* Adequacy of overall consultation vs review at end of project – recording of consultation activity in OneNote is important part of demonstrating this and is now in place.
* Adequacy of diversity/equality of opportunity for consultation etc – keep testing/challenging ourselves on this.
1. Update on Community Engagement (Gill)
* Logo competition complete, results communicated and exhibition pop up events set for 25/26 June. Pull up banners, tabards ordered. Comms to parents via notes from school and publicity on posters, emails and FB page.
* Photo competition now underway – launched via posters/email/website & social media. Needs regular reminders via social media etc. (Gill)
* Little response to WhatsApp request for volunteer participation in other planned pop-up events (e.g. pub garden/coffee morning) and door knocking during July and Aug. Some volunteers secured by direct contact – need to continue working this.
* Target dates for big Sept consultations agreed as 24th Sept (evening) in Ecchinswell VH and 25th (afternoon) in Bishops Green VH. Hall booking and availability of John Izett/consultant to be worked. (Gill/Marian).
1. Agreed to proceed with 2500 round coasters as give-away/communication tool using logo – design agreed (On OneNote page) and order to be placed ASAP (John).
2. Update on Business/Stakeholder Engagement (John)

 Interview with Joe White for Sydmonton Court Estate delayed at Joe’s request until 28 June. Other businesses/stakeholders to follow.

1. OneDrive and OneNote are being used and accessed successfully by those at the meeting –other SG members to confirm they are happy (Paul/Beth/Tony)
2. Finance (Charles)

Application for grant progressing to second stage with requests for PC bank details etc – little risk of securing funding perceived but timing unclear (Burghclere had same experience). PC help to cover cash flow is agreed. Question whether VAT payable/recoverable on consultant fees. Check with other PCs and Sarah Jones ref ES&BG PC VAT recovery basis (Charles).

1. Consultants (Marian)
* **oneill homer** and **Urban Vision Enterprise CIC** to be asked to make pitch. Urban Vision will do this at 1800 by zoom on Tue Aug 3rd followed immediately by scheduled/short Aug SG meeting. oneill homer will pitch on Aug 10th also @ 1800 (now confirmed). SG will gather for these in Kingsmill room of Ecchinswell Village Hall (Marian)
* Opening discussion with 3rd consultant (Bell-Cornwell) has now occurred. While the lead who would deal with us has worked for B&D BC so knows the system/some people, their focus seems to be bigger places like Burghfield Common. Agreed we would only take B-C further if the first two are not suitable.
* Brief required for this. (Marian/Charles)
1. Development news (Marian)
* PC reps (Marian/Paul) met with Catesby Estates on 10th June. They seem to be continuing with their plan for 400 houses in Bishops Green. They indicated they would be doing some form of consultation with the community and seem to be targets going for outline planning late in the year. They have submitted a proposal to the B&D BC SHELAA for the land to be developed
1. Any other business - none

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

Tuesday 13th July @ 1930 – location tbc

Tuesday 3rd August @ 1800 for Urban Vision pitch by zoom followed by short SG meeting. Ecchinswell VH Kingsmill Room

Tuesday 10th August @ 1800 for oneil homer pitch by zoom. Ecchinswell VH Kingsmill Room

Tuesday 24th August @ 1930