

ES&BG Neighbourhood Plan Steering Team Meeting Tuesday 25th May 2021

Present:

Marian Dain	Charles Gillow	Beth Reed
Paul Debenham	Gill Lock	John Dain (reporter)

Apologies: Tony Greener

Agenda:

1. Record of last meeting + status of actions from last meeting not on this agenda
2. Risk Review/Update
3. Update on Community Engagement (Gill)
4. Update on Business/Stakeholder Engagement (John)
5. Recording consultations (Charles)
6. Finance (Charles)
7. Consultants (Marian)
8. B&D BC news (Marian)
9. Any other business
10. Meeting schedule (see list below)

Status/Decisions/Actions

- 1) Record of last meeting + status of actions from last meeting not on this agenda
 - Agreed as good record
 - Per last meeting, SG ToR to be reviewed/agreed @ June 9th PC meeting (Marian)
- 2) Risk Review/Update
 - GDPR compliance and data security – B&D BC will not support NP team use of Sharepoint etc via their licenses. **Marian/Charles/John** to discuss options and propose approach – other NP teams have apparently used free systems like Google docs etc.
 - Covid 19 security – no issues
 - Funding – see Finance report item 6.
 - Sufficient engagement at the start to get the plan going – no issues – key watch point
 - Adequacy of overall consultation vs review at end of project – need centralised means to capture/log all activity – linked to data security point above and agenda item 5 (**John/Charles**)
 - Adequacy of diversity/equality of opportunity for consultation etc - Marian & Beth had discussion and Marian raised with B&D BC. B&D have some guidance which will be shared. We should note that more time/different approaches may be required with certain groups (eg the elderly) during surveys etc
- 3) Update on Community Engagement (Gill)
 - Link set up with School Headteacher plus engagement with various parents and children and this has led to a logo competition that has been enthusiastically taken on by the school.
 - Version for wider distribution to children and others in the parish has been issued on email.
 - Social media (Ecchinswell/PC/BG) and website will be set up in next day or so. **Beth/John**
 - Parallel photo competition with longer end date to follow ASAP.
- 4) Update on Business/Stakeholder Engagement (John) No progress – waiting for response from first round of interviewees.

- 5) Recording/documenting consultations and showing these are robust/comprehensive. Significant engagements should have more than one person and full record. Protocol and secure repository to be developed/shared (John/Charles)
- 6) Finance (Charles) Expression of interest successfully completed and application made for £1001 to cover consultation. Waiting now for the money to appear.
- 7) Consultants (Marian) Enquiries made to 5 consultants – 3 have responded – Marian has so far talked to 2.
 - O’Neil Homer (helped Burghclere) – typically want to take a “holistic” approach over the whole journey starting now but happy to accommodate our approach. Gave an example of a parish in Buckinghamshire with 5 mini plans – we should look at this to see if applicable/useful.
 - Urban Vision (a long established player in the NP space – NP work done under a CIC subsidiary of a bigger planning consultancy) – they typically come in when SGs have a vision and work from there.
 - Both are small companies, well used to working within a budget and look like they can do the job.
 - The 3rd company is a big one (we may be too small for them) but key person is ex B&D BC so knows the system we need to work under
 - Next step is a bigger engagement with short list with aim to appoint in Sept or so.
- 8) B&D BC news (Marian)
 - Less good news is that Rebecca Murray our designated lead is leaving and Matt Melville (her boss) likely to take over at least for a few months.
 - Local Plan update with any housing target for us not likely to be seen before early Autumn.
- 9) Any other business
 - Catesby Estates has asked for a meeting with local representatives on 10th June on their BG development proposal – Marian and Paul be there representing the PC and informing Catesby that an NP is getting underway. Other attendees will be John Izett, possibly Graham Falconer and representatives of Bishops Green Community Association.

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

Tuesday 8th June @ 1930 @ John & Marian’s house.

Wednesday 23rd June @ 1930 **NB: reset from 22nd because Marian & Gill need to attend Ecchinswell village Hall meeting**

Tuesday 13th July @ 1930

Tuesday 3rd August @ 1930

Tuesday 24th August @ 1930

Locations beyond next meeting to be agreed. Aiming for face to face meetings.