

ES&BG Neighbourhood Plan Steering Team Meeting Tuesday 8th June 2021

Present:

Marian Dain
Paul Debenham

Charles Gillow
Gill Lock

John Dain (reporter)

Apologies: Beth Reed. Tony Greener

Agenda:

1. Record of last meeting (25 May)
2. Risk Review/Update
3. Update on Community Engagement (Gill)
4. Update on Business/Stakeholder Engagement (John)
5. OneDrive/OneNote repository for Steering Group documents/emails and working drafts (John/Charles)
6. Finance update (Charles)
7. Consultants (Marian)
8. Development news (Marian)
9. Any other business

Status/Decisions/Actions

- 1) Record of last meeting
 - Agreed as good record.
 - Per last meeting, two items for June 9th PC meeting (Marian)
 - SG ToR to be reviewed/agreed.
 - Request for PC to provide bridging money for NP work until grants come through.
- 2) Risk Review/Update
 - GDPR compliance and data security – OneDrive/OneNote system for NP SG will address data security and limit GDPR risks by avoidance of data on personal PCs.
 - Covid 19 security – no immediate concerns – need risk assessment for pop up events. (Marian)
 - Funding – Locality indicate government funding only guaranteed until 2022 – funding of NP scheme beyond that not yet clear but government apparently supportive of NP process.
 - 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. Log to be uploaded for this. (Marian)
 - Adequacy of diversity/equality of opportunity for consultation etc - suggestion from Paul D to look at engaging males from the community perhaps via 5 aside football or similar.
- 3) Update on Community Engagement (Gill)
 - Logo competition closes on 11 June. Judges (R Carrow/J Izett) are lined up so we will have winners by ~15 June. This enables ordering of posters/tabards with logos. Logo exhibitions planned as parallel pop-up events @ both village halls. At EVH on 25 June (1500-1630) and 26 June (1100-1400) and BGVH on the Saturday only. Prints of logos to be used – not originals. Comms to parents via notes from school and publicity on posters, emails and FB page.
 - Photo competition will be underway shortly – launch via posters/email/website & social media.
 - Pull up banners and shelter can be ordered now – John - (after PC agreement of bridge funding), Tabards (Gill) and other collateral with logos after June 15th.

- Seek volunteer participation in other planned pop-up events (e.g. pub garden/coffee morning) and door knocking during July and Aug. – (Gill via WhatsApp)
 - Target dates for big Sept consultations to be identified based on village hall availability and volunteers asked to hold dates. (Gill/Marian) Timing may need to be keyed to consultant availability.
- 4) Update on Business/Stakeholder Engagement (John)
Interview with Joe White for Sydmonton Court Estate set for 22 June. Other businesses/stakeholders to follow.
 - 5) OneDrive and OneNote repositories introduced and agreed as basis for Steering Group documentation and records. Briefing note with access details shared.
 - 6) Finance (Charles)
Application for grant still in progress – little risk of securing funding perceived but timing unclear (Burghclere had same experience). PC help to cover cash flow is critical. Question whether VAT payable/recoverable on consultant fees. Check with other PCs and Sarah ref ES&BG PC VAT recovery basis (Charles).
 - 7) Consultants (Marian)
 - **oneill homer and Urban Vision Enterprise CIC** to be asked to make pitch on 3rd Aug SG meeting – these appear the best options among those canvassed and reports from other parishes. (Marian)
 - Brief required for this. (Marian/Charles)
 - 8) Development news (Marian)
 - PC reps (Marian/Paul) are meeting with Catesby Estates on 10 June to hear update from the promoter. B&DBC will be well represented as well as BGCA.
 - BDBC has put out a call to landowners for land for ‘green’ uses (solar/wind tree planting etc) and traveller sites as part of their Local Plan update. PC will keep a watch for any parish land offered.
 - 9) Any other business - none

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

Wednesday 23rd June @ 1930 – face to face @ Charles Gillow’s house in Hare Warren

Tuesday 13th July @ 1930

Tuesday 3rd August @ 1930 – if this is consultant pitch session, timing may be extended/changed

Tuesday 24th August @ 1930

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