

Beckford Parish Council

Minutes of Neighbourhood Plan Steering Group Meeting held in Beckford Village Hall on 3rd July 2017 at 7.30pm

1. Record of Attendees

- a. Steering Group: Councillors Nicholds and Spice. Residents Nigel Hasteed (LB), Paul Worrall (LB) and John Colvin (Beckford)
- b. Members of the Public: Richard Smith, Mr & Mrs D Woodward (all Beckford)

2. Apologies for absence

Received from Diane Colvin, Lynette Mantle, Dan Atiyah

3. Minutes of last meeting

Approved as read by Cllr Nicholds and so he signed them.

4. Secretary

The job description prepared by Cllr Nicholds was reviewed. In the absence of a candidate, Cllr Nicholds agreed to continue with responsibility for organising meetings and taking minutes. We are to keep this as an agenda item and hope to find a candidate once we raise awareness of the Steering Group's activities.

ACTION: Cllr Nicholds to act as secretary until the next meeting.

5. Updates

Getting started

a. Timetable

This item was adjourned to the end of the meeting. At that point, it was concluded that we would continue to work on completing the "Getting started" and "Identifying the issues" sections of the project, aiming to finish around September/October.

b. Costs/funding

Cllr Nicholds has prepared a cashflow template and can estimate initial costs. He did not though consider it practical at this stage to calculate a funding requirement through to adoption of the NP.

He noted the requirement for any Locality funding obtained to be spent within 6 months of allocation (or 31 March, whichever is sooner). If not used, monies must be returned. Up to 4 funding applications can be made and no application can be made either for capital expenditure or for reimbursement of monies spent. Maximum funding available is £9k.

He has registered the Parish with Locality and obtained an application form. He confirmed his intention – depending on the complexity of the form – to apply for our first round of funding before the next SG meeting.

ACTION: Cllr Nicholds to finalise a proposed initial budget and submit Locality funding application if practical.

c. Contacts and data protection rules

Mr Hasted's work is ongoing, but he will circulate his draft list within 14 days of this meeting. He notes that Overbury and Teddington have said they're not preparing plans, but Alstone are. He is still to speak to the Parish Clerk regarding data protection rules.

ACTIONS: (a) Mr Hasted to circulate draft contacts list within 14 days;
(b) Mr Hasted to contact Clerk re data protection rules.

d. Plans for getting the community involved

As a sample, Cllr Nicholds circulated questionnaires from other communities who'd prepared NPs. There was a consensus that circulating similar documents 'cold' to residents would be likely to elicit little response given the length of the documents and the number and nature of questions. It was agreed that instead we should focus on a leaflet drawing out key themes and intended to encourage wide participation in an exhibition the SG would organise about the NP to feature the Parish and its key issues. Mr Worrall agreed to prepare a first draft of the leaflet and circulate it within 14 days.

ACTION: Mr Worrall to circulate draft leaflet to SG members within 14 days.

e. Communication strategy

Cllr Spice noted that, when promoting the exhibition, we should encourage other village bodies to get involved, eg church, WI, tennis club, tree warden in different aspects. That will bring more expertise/knowledge to the exhibition detail and help us reach more of the community.

f. Risk assessments and insurance

Cllr Nicholds highlighted the advice from the Parish Clerk that the SG (as a PC body) would only be liable if damage or injury to the public was caused through negligence. To mitigate that risk, we should undertake risk assessments when using volunteers or holding events and should take safety precautions.

Identifying the issues

g. Village profile

Cllr Nicholds presented a copy of Dan Atiyah's work and confirmed it would be circulated after the meeting by email.

ACTIONS: (a) Cllr Nicholds to circulate Mr Atiyah's work

- (b) SG members to provide comments to Mr Atiyah before the next meeting.

h. Identifying assets and designations

Cllr Spice is to speak to Cllr Mantle regarding Grafton's assets and is to take in comments from Messrs Hasted and Worrall regarding LB's assets as part of the list of assets Cllr Spice is to circulate before the next meeting.

ACTIONS: (a) Messrs Hasted and Worrall to provide information to Cllr Spice regarding Little Beckford's assets and designations.

- (b) Cllr Spice to investigate regarding Grafton

- (c) Cllr Spice to circulate Parish list of assets and designations before 7 August.

i. Review of existing plans and strategies

The need for SG members to review the above was restated.

ACTION: SG members to familiarise themselves with the SWDP and NPPF

j. Discussions with stakeholders

This was covered earlier in the meeting under section (d) and (e).

k. Boundaries

Cllr Nicholds confirmed he'd spoken to Andy Ford at Wychavon DC regarding the process for designating the Parish for NP purposes. Mr Ford confirmed the main concern regarding boundaries for WDC tends to be that they don't want overlapping between NP areas. Cllr Nicholds proposed using the 2011 Census boundary as highlighted in Mr Atiyah's profile and this was agreed, subject to SG members submitting details of adjoining areas regarding the matters below within 14 days. Mr Hasted noted the location of some of the local watercourses is important, as are drainage routes. Cllr Spice noted the need to look at land adjoining the Parish boundaries and consider whether we have an interest in it.

ACTIONS: (a) Cllr Spice and Mr Hasted to notify Cllr Nicholds within 14 days of any extensions proposed to the Parish boundary as delineated by the 2011 Census map included in Mr Atiyah's village profile.

- (b) Cllr Nicholds to submit the Parish NP designation application to WDC following receipt of information as above, or expiry of 14 days.

6. **Further volunteers**

No members of the public were present by this stage in the meeting

7. **Date of next meeting**

This is scheduled for Monday 7 August