

Minutes of Steering Group Meeting – Neighbourhood Development Plan
Monday 2nd May 2016, 7.30pm in St Peter’s Hall

In attendance:

Rob Hunter	Sarah Beggs	Peter Gratton
Roger Townend	David Smith	Steve George
Richard Gardiner	Barbara Gratton	Rachel Underwood
Paul Plowman	Keith Hardie	

Apologies: Brian Roe. Roy Coldrick has resigned from the steering group and Dennis Hitchings does not want to join.

1. Peterstow NDP Logo

There was a consensus for the following design which was adopted as our logo:



2. Difficult Groups to Engage With

Man of Ross do not have any foreign permanent workers, so it is not thought that there will be anyone eligible to vote in the Peterstow NDP referendum who cannot speak English.

3. Review of Consultants’ Proposals

- (a) CR Planning Solutions - does not have capacity to take on this project at the moment.
- (b) JCPC – didn’t reply to our letter.
- (c) Gloucester Rural Community Council (“GRCC”) – they can only help with the early stages, not the drafting of the plan itself. It was agreed that we would prefer a consultant who can help us through the whole process.
- (d) Data Orchard – their proposal was good and they have a team of people who can help us, with a range of skills and experience. They are local and all of the parishes who have used them speak very highly of them. We would like to invite them in to meet with us.
- (e) Kirkwells – their proposal was also good, as were their references, but they aren’t local.
- (f) Place Studio – they are based in Bristol and therefore aren’t as local as others.
- (g) Worcester Research – we are still waiting for their proposal, but they, too, can only help with the early stages and not the drafting of the plan.
- (h) Dr David Nicholson – he produced a good proposal and provided some extra useful information. His costings exclude document production, so we will have to get a quote for these. We would like to invite him in to meet with us.

It was agreed that we would have an additional meeting ASAP to see the shortlisted consultants and then make a decision on who to appoint. **SB** will arrange this. If anyone has questions or issues to raise with the consultants at that meeting, they will let SB know – **ALL**.

4. Main Issues for Questionnaire

We have already identified a lot of the big issues. Others include tourism, the connectivity between the village and the parish and a village design statement.

5. Draft Project Plan - Timings

RH has amalgamated our timings and those of the consultants on the draft project plan. However, the timings will depend on whether we have an information gathering exercise before sending out the detailed questionnaires, or whether we move straight to a questionnaire. Bridstow's questionnaire is very good and we could use something like that as a first step with an explanation of what the process is about, a section asking what people's vision is for the parish and a section allowing people to raise other issues. However, we might then need a second questionnaire to get feedback on any new issues raised. Alternatively, we could have an information gathering day, perhaps at the village fete and then move to a questionnaire. There were differing views, so it was agreed that we would speak to the consultants about this and then decide how to proceed.

HC have informed us that the environmental assessments are taking longer than expected. Our first one has been requested, so we will check its progress with Karla.

6. AOB

We need to make a start on applying for our grant from HC. We will ask the Parish Council to approve the expenditure on a consultant at their meeting this week, so that as soon as the consultant has been selected, we can submit our application – **RT**. The Parish Council is VAT registered so we can reclaim any VAT payable.

We should place a regular article in the Peterstow Times and on the village website letting the parish know our progress. **BG** will draft the first one.

HC carried out an assessment of potential sites for development in Peterstow in November 2015, but identified only 1 with medium suitability; at Hightown Green. The Parish Council hadn't been informed of this assessment, but it is not thought that it restricts our NDP.

Next regular meeting on Monday 6th June 2016 at 7.30pm in St Peter's Hall. PP gave apologies for that meeting.

Meeting closed at 8.35pm.