

# Minutes of the Shaugh Prior Parish (Shaugh Prior, Wotter, Lee Moor) Neighbourhood Plan Steering Group

## Lee Moor Public Hall - Back Rooms

13th February 2025 1930hrs

**Apologies received** - Viv Jenkins Steve Jenkins Liz Nicolls Becky Ellmers Jason Elmers Nay Proctor

**Present** - Barrie Spencer BS (Chair) Cathie Boulting CB (Secretary) Sue Burkill SB, Adam Sims AS, Vanessa Tyler VT, Tim Clewer TC, Simon Francis SF, Pam Golding PG, Julia Sanders JS, Keith Stone KS, Marion Cleaver MC, Ian Cleaver IC, Tim Thomas TT, Anne Moore AM, Martin Price MP, Carolyn Hartwell CH, David Dudytsch DD, Jennie Winter JW, Andrew Boulting AB

**Contact list** was circulated for any updates and amendments, there were no objections to the information storage and circulation within the group.

**Previous minutes** of the 4th November agreed (Jennie Winter, Julia Sanders)

**Introduction** BS welcomed everyone present and generally discussed respecting the voluntary roles of individuals within the group working towards positive outcomes to benefit the community and behaviours to the contrary would not be welcomed or tolerated.

**Governance** BS invited contributions from the Group. In the absence of any suggestions he explained that it would make sense if everyone agreed that the policies and procedures for the group will be adopted for that of the Parish Council. BS further went onto explain the policies in place are already within a legal framework as that of the local authority. CB stated that where through this journey we feel aspects of those policies may not fit we can collectively discuss and deal with them as they arise. BS produced an organogram (Credit - Simon Francis) and discussed the fluidity of the members but it is there in principle. TT asked how the Governance and terms of reference were approved, BS confirmed it was agreed by the Parish Council, there is a statutory requirement to have these in place. There were no objections. IC asked for agreement in principle for the policies for adoption to be circulated and if there are no issues they can be adopted. TC/DD suggested that as they were already in the public domain and can be viewed on the Parish Council website. It was agreed that attendees can view the documents and any issues raised should be done within 7 days of the meeting. There were no objections.

DD discussed a project directory/contact list for the Comms/Questionnaire group I explained that the contact list I hold is available to everyone in the group for the purposes of working positively towards the development of the Plan, if anyone had any concerns or objections to let me know and I will either remove them or retain their information confidentially.

BS further discussed financial regulations IC kindly agreed to go through them to ensure we act in the best interests of the group as simply as possible.

BS thanked SF for his efforts with the organisational Chart and SF agree to update the document as required.

There were no further comments on the matter of Governance.

BS gave a further brief update on the progress to date in particular to the grant funding applied for which has to be spent by 31st March 2025 there was a confusion around dates however it has been confirmed this deadline appears correct. Locality do the assessment and the funds come from Groundwork. The offer of £4,775 has to be accepted by midnight, the date of this meeting, BS will action this after the meeting. BS the Grant expenditure is broken down into

Professional Support £1,800. (£60 per hour)  
Refreshments £480  
Room Hire £700  
Parish Online - £70  
Website - £275  
Printing - £600  
Publicity - £850

Total Grant - £4,775

Monies can be varied from one budget to another + additional budget lines can be added (both with GW permits)

BS explained that we need someone to manage the finance.

DD asked if there were possible clawback terms for earmarked funds if unspent BS explained that unspent funds will have to be returned.

TT offered his services as an internal monitor of the funds, along with BS, this was agreed and a general discussion around prioritising expenditure and up front payments.

BS confirmed that, in the absence of any objections, he would accept the offer by email by the end of the day. IC general discussion around bookkeeping and financial regs IC agreed to review this and report back.

JW asked if the funds were enough and do we have to do everything by 31st March. BS explained we would do as much as we can before 31 March with the funding we have. Any unspent monies would need to be returned. We would then have to reapply for further funding for the year 25/26. So far funding in general has not been an issue and there seems to be a sense of cross party agreement that funding will continue but this is not guaranteed. It is possible that funding will not be available and we will need to seek other sources if this is the case. Funding for 2025/26 may not be announced until May/June as happened this year.

BS talked about the appointment of a Professional Advisor and that we (BS CB) had met with Peter Sandover who had agreed to be a NP Champion. Peter, an architect 'by trade' had professional involvement with 10 previous successful plans however has retired from it. He had agreed to light touch support. Which we were very grateful for. The work will increase after March and given the funding availability it was generally felt important to approach Neighbourhood Planners to do the work. It was important to cast our net wider and Deborah McCann had been recommended BS has spoken with Ms McCann, a SHDC examiner. The financial offer would be as discussed. TC agreed Ms McCann appeared qualified so agreed we should employ her, there were no objections. SB agreed the money needed to be spent therefore bringing Ms McCann on board as soon as possible. SF agreed citing the timeframe we have.

DD queried whether we currently had any data to provide. JW stated that she would welcome the consultant to look at the questionnaire. It would be the consultants job to construct the Plan.

Another further discussion around the possibility of future grant money. TT stated the requirement for quick engagement. TC suggested the 'structural layout' can be done in advance and we can 'off load' money that way. Given the consultant has experience of NP's she would be able to draw on previous work rather than reinventing. Deborah McCann was voted for subject to a Teams call with her, BS to facilitate, DD JW TT asked to attend the call. TT requested a copy of the grant offer. TC further expected that the consultant should make suggestions on how much we should be doing at this stage.

BS confirmed he has approached SHDC and DNPA for areas of special interests. SB stated we need to look at financial regs. TT asked if there was a risk that the money won't be available, TC said we need to ask our MP now to follow this through TC agreed to make contact.

JW discussed the questionnaire, there has been no comments, there needs to be a pilot with a deadline BS thanked JW and the team for the extensive work carried out. It was agreed a deadline of 20th February 2025 for an comments. This was agreed.

BS Community Engagement - CB will approach Nay Proctor to facilitate attendance at the coffee morning by way of a presentation, BS CB to attend. BS CB to attend Lee Moor Committee Meeting open forum on 20th February. Leaflet needs to be worked on as a matter of urgency. TT mentioned a leaflet drop. CB explained once a leaflet/poster is produced and agreed it can be made available and for a leaflet drop. It can also be replicated in the Parish news, on notice boards, GP surgery, Pub and other businesses. AS introduced a general discussion around the leaflet design and printing. TT asked for an invoice. A programme of delivery was discussed and BS IC reminded the group that all of this process is outlined in the Strategy document. IC further explained the Strategy Document. Comms group and AS will work on a leaflet, deadline 25th/26th.

TT suggested that he contact Royal Mail regarding the possibility of a mail drop.

There was a general discussion (IC BS and others) around when the questionnaire should go out and that it is important we maximise the funds available but not try to do much as the key element is to buy in support and if we fall short because of early engagement. We need to work to a programme timeline. AM stated this needs to be lead by the consultant. VT stated that the leaflets will need to change as the programme develops. DD/IC/BS/SB discussed that once we have a questionnaire deadline we can identify groups to distribute leaflets. VT asked about the website. BS a website spec has been sent out to look at a proposal from Western Web. We will need comments on first draft. The costs for hosting £275 + vat to form the website and ongoing cost will sit alongside the Parish Council Website. Discussions around whether we need a separate site or a stand alone website with a link to the Parish Council or get our money back and get our own done AS we need to look at costs and options.

It was recognised that the Comms group needed more help as there was a requirement to expand CB offered to assist.

Date of the next meeting Wednesday 12th March 2025 at Lee Moor Public Hall - Back Rooms (thanks go to the Lee Moor Public Hall Committee to their continued support in the use of the space)

Meeting closed 2114hrs

