

Minutes of the Shaugh Prior Parish Neighbourhood Plan Steering Group

Lee Moor Public Hall - Back rooms

12th March 2025 - 1930hrs

Apologies received Paul Vann, Anne Moore, Jason Ellmers, Ian Cleaver, Nay Proctor, Carolyn Hartwell (David and Kay Ashton are unable to attend meetings but wish to receive the minutes and have offered to help with any distributions)

Present - Barrie Spencer BS (Chair) Cathie Boulting CB (Secretary) Sue Burkill SB Vanessa Tyler VT Tim Clewer TC Simon Francis SF Pam Golding PG Julia Sanders JS Tim Thomas TT David Dudytsch DD Jennie Winter JW Andrew Boulting AB K Holdaway KH Pam Dooley PD Chris Dooley CD

Contact List - this was circulated and updated, there were no objections to the information storage and circulation within the group.

Previous minutes of the 13th February 2025 agreed (SF DD)

Introduction BS welcomed everyone and thanked them for attending

Review ToR there was a general discussion and suggested amendments, this was noted. BS said they would be amended and sought approval, there were no objections. TT asked if members needed to be elected, BS further explained, the initial members were elected from the Parish Council, parishioners joined and the group expanded from within the parish to the NPSG we recognise.

DD queried the 12 month review and felt it should be shorter. CB suggested to diarise in 6 months to review, this was accepted.

JW queried - under conduct and interests, who is the parent organisation. There was a discussion. BS will amend.

Adoption of policies SB suggested changing the wording to 'all other policies' BS said he would make the changes offered, this was accepted that once done we will formally adopt. Agreed (TC, AB)

Funding - BS invited TT to speak and funding was discussed. TT confirmed that the grant available is £4,775. £275 is committed in prior spend, leaving a balance of £4,500 to be spent. All invoices will need to be dated 31/3/25 or before. BS confirmed he had a variance in terms of grant and that it was his understanding (confirmed in writing from the Groundwork) that invoices would suffice for claim and not invoice and payment, which will give us breathing space. The Professional consultant was discussed and there was a general discussion with members giving their views. Commercial risks were discussed with spending public money. BS further discussed funding moving forward and the risks associated with that, although there appears to be a commitment from current government to NP's and stated his confidence that monies should be made available. TT shared some intel in relation to possible grants that may be available, likely from late May/early June - for cont. 25/26.

Royal mailings - TT has spoken to Royal Mail; directed to email Richard Quirk; hopeful of a 'positive response' but still outstanding.

Appointments of professional advisor - Deborah McCann, the Teams call (JW BS TT) was discussed by those members that took part and updated the group in terms of Fee proposal. Outputs were discussed along with queries over structure. JW shared that Deborah was convincing, valuable around the questionnaire and appointable. TT agreed with JW in relation to Deborah McCann being appointable but was disappointed that the fee proposal subsequently provided did not provide deliverables / outputs – it would be for the NPSG group to be clear in expectations. BS reminded the group that Deborah McCann is also an examiner. DD had concerns over, missing scope of services. TC had concerns that we may not have communicated to her what we want and asked who is appointed to manage her. BS. TT discussed that we should not buy services on a time basis, but on a schedule of services / agreed outputs, which was also agreed by SF. This would allow a larger financial front-end commitment that could be invoiced before 31 March 2025. TC asked that if we appoint someone to manage the consultant will there be remuneration for that BS confirmed this wouldn't be the case. SB queried a contract for the consultant. A general discussion took place, and it was agreed that SF would put a document together and circulate it for approval and manage the process. It was agreed BS will pass on SF contact details. There was a discussion around VAT raised by DD, BS confirmed it was reclaimable. JW mentioned that when discussing the questionnaire with Deborah she advised to ensure we keep to 'only asking questions in relation to the NP'. This will help tie the wording into the policies.

Comms - SB raised that a residents survey was posted through addresses, this was a surprise to many and there was a general discussion. BS/JW/TT discussed obtaining the results of the data.

Comms Poster/media/mailing/printing - the latest flyer was circulated both with the minutes and at the meeting. There was a discussion by all. CB handed around a copy and invited members to mark on the copy what they liked or disliked. SB raised concerns over the design, her concerns were not shared by a number of members resulting in CD leaving the meeting. AB raised concerns including the prospect of having the flyer approved with a limited quantity of people and suggested that if the flyer is void of offensive language, not racist or illegal then it can be agreed by the comms group. Additionally, that there needs to be a commitment to contact the member who left. CB agreed to do so. The flyer will be further discussed at a meeting with the comms group, amended and approved. CB to arrange. SF discussed printing contacts and would make contact. Action - comms to solve.

Comms Website BS discussed and it was agreed that it can sit as a page on the PC website. AB queried, who is letting the web people know if it hasn't already happened and that we need to check that they know what to do. It was agreed BS to pass this to the PC, population was queried and BS reassured that this could be easily remedied.

BS stated the last comms meeting was cancelled and asked DD if a further meeting had been arranged. DD said it hadn't. CB agreed to follow this through with DD.

TT asked if the minutes could be circulated within 2 weeks of the meeting. CB said, No, it was not possible to stick to a timeframe as we're all volunteers and that she endeavors to circulate them as soon as she can but would further circulate the date of the next meeting the following day. BS clarified that the minutes are done in a timely fashion however they need to be checked and 'approved' by the Chair prior to circulation, which can cause delays. It wouldn't be preferable to raise expectations which can create further work.

Date of next meeting - 9th April 2025 1930hrs - Lee Moor Public Hall - Back rooms