

Minutes of Meeting
Neighbourhood Planning Steering Committee
Thursday 25th August 2016 – 19.00 – 21.00
Grange Hall Lobby

Attendees: Mike Brooks, Graham Foster, Marion Childs, Gary Cripps, David Thompson, Mercedes Hyland, Jonathan Swain, Kieran Toner, Linda Doyle

Apologies: Pauline Galliers, Cathy Lloyd, James Merrix, Helen Caves, Gareth Oubridge, Laurence Caves, Emma Bushell, Matt Cefai, Joan Cripps

1. **Apologies** as above. It was noted that the meeting was inquorate and so no decisions could be taken, only recommendations made.
2. **Minutes of previous meeting** - No issues were highlighted with the previous issues and so it was recommended that they be accepted at the next quorate meeting.
3. **Data Protection Policy** – No issues were highlighted with the wording of the current draft. However there were gaps to be filled specifying location of secure storage and those having access. The consensus was to recommend that the secure storage should be in a Council Office filing cabinet and access should be limited to members of the Neighbourhood Planning Steering Committee.
ACTION Mike Brooks will arrange this with the Town Clerk.
4. **Finance** – Jon reported that the result of the application to the Town Council for £5,000 resulted in a grant of £1,500 for starting up costs. Other elements in the budget, notably anticipated consultancy fees, were excluded because that expenditure was not imminent and they would need supplier quotes.

Although there was a “good deal” with the use of the Grange Hall, it was recommended that we still investigate the Social Club as it may even be free.

ACTION Mercedes Hyland will look into this.

Other sources of funding could be available. One example was the “Councillor’s Grant” where each county councillor has a small budget for a discretionary grant for specific worthy projects. Cathy has already approached John Appleton and a meeting with a small delegation should be set up.

ACTION Cathy Lloyd to lead.

5. **Evidence Gathering** – Some ex committee advice from Matthew Neal has been that the early stage we are at now could be a good point to bring in a paid consultant. This was not fully agreed by the meeting and should be resolved at the next quorate meeting.
ACTION Mike Brooks will find some possible consultants who may be invited to pitch at a Steering Committee meeting should the committee decide to do this.

David Thompson has found that the map data we would need would cost about £500 to acquire. We need an inventory of information that we currently hold.

ACTION David Thompson to lead. Anyone who wishes to be involved should contact David directly.

6. **Harbury Draft Plan Example** – It was agreed that the plan was well written and laid out but because the Harbury area is so small it is not a good example for Southam. It was noted that the evidence base seemed light and that it had not been through the independent assessment stage yet.
7. **Publicity** – Bearing in mind how important to get good coverage with consultations, it is important to maintain communication and publicity regarding the Neighbourhood Planning activities.

Various forms of publicity were considered:

- Express Advertiser editorial
- Town Notice Board
- Graham Adams Centre Newsletter
- The Advertiser
- Council newsletter
- Stalls at specific events e.g. French Market, Mop Fair, Christmas Lights switch-on.
- Social media

It was noted that there is no longer a Parish newsletter in Southam.

8. **Workshop Preparation** – Jonathan announced that due to personal circumstances it would no longer be possible for him to facilitate the workshop session at the 6th September meeting. This has now been rescheduled to the following meeting on 21st September.

The basic format will be to divide into 3 groups and “brainstorm” the issues under three topic headings:

- Infrastructure
- Housing
- Environment

Each group would get a chance to brainstorm on each topic in turn.

9. **Other Business** – Mike Brooks mentioned that due to the time it takes to get a Neighbourhood Plan adopted, there is likely to be some sort of interim plan or list of immediate needs for Southam, especially with regards to infrastructure to support the new developments already in progress. This would be used to direct “S106” funding. (S106 funding is a mechanism that can be used to compel developers, as a condition of granting planning permission, to contribute financially to mitigate the impact of new development in the district. It is managed by the district council.)

Linda Doyle agreed to give a history of Southam presentation at the next meeting on behalf of Southam Heritage Collection.

Next Meeting 6th September at 19:00 at the **Sports and Social Club.**

Signed as accepted(Chair)