

## STEERING GROUP MINUTES

### MEETING No. 4

2.00pm Thursday 25th May 2017, Sherford Village Hall

Present: Nigel Smith (NS), Keith Turner (KT), Peter Hadley (PH), Ben Johnson (BJ).

Apologies: David Jinks (DJ).

Ref	Item	Action
<b>Pre. agenda</b>	Ben Johnson was welcomed to the meeting and thanked for providing expert website and IT input.	
<b>1</b>	<b>Minutes of the meeting 28th March 2017.</b>	
1.01	The minutes were approved.	Note
<b>2</b>	<b>Matters arising from previous minutes</b>	
2.01	Re item 6.02, it was agreed that 'Snapchat' was not an appropriate communication platform. 'Whats App' could however be included.	Note
2.02	Other matters arising were taken in the agenda.	
<b>3</b>	<b>SHDC and The Department for Communities and Local Government (DCLG) 'My Community' update</b>	
3.01	It was noted that SHDC's Neighbourhood Plan team contacts comprise: <ul style="list-style-type: none"> <li>• Thomas Jones, Team Leader (Community of Practice – Place Making)</li> <li>• Sarah Packham, Neighbourhood Planning Senior Case Manager</li> <li>• Jackie Thomas, Customer First Case Manager</li> <li>• Mandy Goddard, Neighbourhood Plan Specialist.</li> </ul>	Note
3.02	Steering Group members to familiarise themselves with the 'My Community' website and guidance notes: <a href="http://mycommunity.org.uk">mycommunity.org.uk</a>	Note
3.03	It was agreed that the Frogmore & Sherford NP steering group constitution should be formatted on the 'My Community' template. PH to circulate.	PH
<b>4</b>	<b>DCLG 'My Community' grant application</b>	
4.01	It was confirmed that a grant application, covering the coming six month's programme of work, (including professional fees, website, engagement events and questionnaire preparation and distribution) had been submitted to 'My Community' grants in the sum of £6,410.	Note
4.02	Cost breakdown: <ul style="list-style-type: none"> <li>• Professional fees: (i) planning policy guidance and review and (ii) evidence base and policy review - £1,900.</li> <li>• Activity: register, prepare, manage NP website - £560</li> <li>• Activity: hall hire costs for engagement events in 2 village halls - £120</li> <li>• Activity: engagement leaflets, posters, newsletter, postage, stationery and materials - £900</li> <li>• Activity: engagement events display and materials - £950</li> <li>• Activity: community questionnaire, preparation, print, postage and stationery - £1,980.</li> </ul>	Note
4.03	A DCLG 'My Community' grant decision is expected by 2nd June 2017.	PH
<b>5</b>	<b>NP website</b>	
5.01	The trial website is viewable at <a href="https://frogmoreandsherford.co.uk/">https://frogmoreandsherford.co.uk/</a> . The 'home' 'about' and 'meetings' content are drafted.	KT/BJ

Our Frogmore & Sherford Community  
NEIGHBOURHOOD PLAN

5.02	It was agreed that the layout would benefit from more user friendly / community responsive strap lines and graphics. To pool ideas to NG over the coming 2 weeks.	NS /all
5.03	Agreed that NP specific news and 'Keep in Touch' would be issued on the website.	NS
5.04	A 'Dropbox' or similar 'working documents' page to be incorporated into the website giving limited, steering group member, coded access. The trial questionnaire and other draft documents to be held here.	BJ
5.05	BJ to review the trial questionnaire – in particular response boxes and layout, giving attention to weighting and analysis of input. It was agreed that the number of questionnaire returns is unlikely to necessitate other than manual inputting into an Excel spreadsheet – to be formatted.	BJ
<b>6</b>	<b>Community engagement events – format and programme</b>	
6.01	It was agreed that the Community Engagement drop-in sessions should be held during September, avoiding the coming holiday season.	Note
6.02	The following dates were nominated, session times to be confirmed and booked: <ul style="list-style-type: none"> <li>• Saturday 9th September - Sherford village hall</li> <li>• Monday 11th September - Sherford village hall</li> <li>• Thursday 14th September - Frogmore village hall</li> <li>• Saturday 16th September - Frogmore village hall</li> <li>• Saturday 23th September - Frogmore village hall</li> </ul>	NS/PH
6.03	NG and DJ to draft the engagement events format and advise on resource requirements.	NS, DJ
6.04	The programme to be posted on the NP website and in 'Keep in Touch'. Postal invitations to go to as many parish residents and businesses as possible.	NS
<b>7</b>	<b>Consultancy appointment</b>	
7.01	Debbie Crowther's 21st May 2017 planning consultancy services quotation in the maximum sum of £1,900.00 for NP planning policy and evidence base review was tabled.	
7.02	The proposal, allowing for up to 20 hours consultancy time at £95 per hours was approved.	Note
7.0	Noted that the appointment was conditional upon DCLG 'My Community' grant approval and receipt.	PH
<b>8</b>	<b>AOB</b>	
8.01	No further business	
<b>8</b>	<b>Next meeting:</b>	
	To be scheduled and date circulated	Note

**Circulate:**

- Steering Group Members
- Chair, Frogmore & Sherford Parish Council
- Clerk, Frogmore & Sherford Parish Council
- Sarah Packham, SHDC
- Jackie Thomas, SHDC

*Neighbourhood Plan/ PH/170525*