

Tur Langton Parish Council

Minutes of the Neighbourhood Plan Steering Group Meeting held on 11/11/15

Rose Cottage, Shangton Road, Tur Langton

	Present:	Action
	Cllr Bladon, Cllr Briggs, Gary Kirk – <i>YourLocale</i> (YL), Alison Gibson – Parish Council Clerk	
1.	Apologies - Mike Stead (Footpath Warden)	
2.	Declarations of interest - none	
3.	Minutes of the last meeting held on 20/8/15 - The minutes were approved as a true copy Matters arising from the minutes: Item 5 – Responses to recipients of Stakeholder Letters requesting more information - the PC agreed to respond that the NP is in early days, info is on website and that they will be kept updated	
4.	Data Protection – HDC had sent a paper on data protection in relation to NP groups, including a sample policy. Noted that TLPC is registered with the Information Commissioner and has a Data Protection Policy. YL's adherence to Data Protection policy is covered in the TLPC's contract with them. Personal information will only be handled by TLPC and YL. Existing documentation is therefore sufficient.	
5.	Locality – End of Grant Monitoring Report – the £6,000 grant from Locality has now been spent and report form needs to be submitted to Locality. Breakdown of the spending circulated (Appendix 1). The clerk will complete and return the monitoring form	clerk
6.	Ordinance Survey Licence – TLPC has entered into a PSMA Licence with Ordinance Survey from 22/9/15 and has been issued with an Ordinance Survey licence number to quote on all occasions when an Ordinance Survey Copyright Acknowledgement needs to be included.	
7.	Next Steps a Theme Group Commencement – Environment GK circulated a Method Paper “Facilitating Environment Theme Groups”, describing how YL can support the process of gathering the information for the environmental section of the NP. The process involves ranking potential sites against Government Criteria for green spaces. YL team member, John Martin, will identify existing designations and map, creating a PowerPoint presentation to enable identification of gaps and potential “Local Green Spaces”. It was agreed to invite John Martin to the next meeting, to be arranged early Jan 2016 to give the presentation. This meeting, to be held in the Village Hall, will be promoted via the next PC newsletter and a flyer to encourage as many residents as possible to attend and get involved with the identification and ranking of “Local Green Spaces”. The possibility of promoting it at a Christmas Meal to be held at The Crown will be explored. Those who expressed an interest in getting involved in this area of the NP will be specifically approached. b Questionnaire Agreed to undertake a consultation by way of a questionnaire, to be distributed in the village and available to complete online. GK circulated some examples and the format of the one produced by “Locality” was preferred. It was agreed to do a Residents’ Questionnaire, to include one for children up to the age of 16, and one for Businesses. Questions about the Village Hall and opportunities for free text responses to be included. GK will work on the questionnaire over the next two to three weeks and circulate for feedback with a view to meeting mid-December to review the questionnaire and the flyer for the January Environment Meeting.	YL TLPC / SG / YL GK / TLPC / SG
8.	Any other business Cash Flow - it was clarified that in the region of £5k of the grant money held will be carried over into the 2016/17 financial year and that another grant of £2K could be claimed during that year.	
9.	Dates of next meetings – TBC as follows: Mid December 2015 to review questionnaires and flyer January 2016 – Environment Meeting in Village Hall	

Appendix 1 (Agenda item 5)

Receipts			Payments				
Date	Details	Receipt	Date	Details	Payment	From Grant	VAT (recoverable)
15/06/2015	Grant from Locality	£ 6,000.00	17/06/2015	Stationary (envelopes S/H letters)	£ 1.49	£ 1.24	£ 0.25
			18/06/2015	Stamps	£ 2.36	£ 2.36	£ -
			20/06/2015	Ink (S/H letters)	£ 12.99	£ 10.83	£ 2.16
			24/06/2015	Stationary (envelopes S/H letters)	£ 1.49	£ 1.24	£ 0.25
			24/06/2015	Stamps (S/H letters)	£ 12.96	£ 12.96	£ -
			14/07/2015	Crown Public House Venue hire for consultation event 9/7/15	£ 50.00	£ 50.00	
			14/07/2015	Yourlocale: Socio Economic Profiling (£800) Stakeholder details (£200) Consultation preparation and leaflet design (£1,500)	£ 3,000.00	£ 2,500.00	£ 500.00
			10/11/2015	Yourlocale: Policy Review (£450) Visioning exercises (£750) Evidence gathering / policy sessions (£1,600) Meetings with District Council (£200.00) Consultation analysis (400.00)	£ 4,080.00	£ 3,400.00	£ 680.00
			10/11/2015	Ink (S/H letters)	£ 13.00	£ 10.83	£ 2.17
			10/11/2015	Assorted stationary	£ 12.79	£ 10.66	£ 2.13
Total		£ 6,000.00		Totals	£ 7,187.08	£ 6,000.12	£ 1,186.96
	less total spend from grant	£ 6,000.12					
	Balance	-£ 0.12					