

## **Minutes of the Drayton 2020 Steering Group Meeting held at 3pm on Friday 14<sup>th</sup> September 2012**

**Present: Andrew Bax (Chairman); Tom Shebbeare; Richard Webber; Richard Williams**

**Apologies: None**

**In Attendance: David Perrow (Parish Clerk)**

### **Minutes**

**2012/001 The Minutes of Previous Meeting** held on 31<sup>st</sup> August were **approved** subject to a correction under Minute 1 where it was incorrectly stated that the Drayton Community Trust was contributing £1,000. The correct amount is £2,300.

### **2012/002 Launch Event Feedback and Report**

- (a) It was **reported** that over 200 Drayton residents had attended the launch event curry supper on Friday 7<sup>th</sup> September. 190 curry meals had been served. Some people did not eat (there was no vegetarian option). 25 people had taken part in the Sunday walks and 12 people had returned (or first visited) on Sunday to look at the feedback boards. 30 additional email addresses/contact names had been taken, making the contact list now 200 people.
- (b) **Housing response report** from Daniel Scharf. This was **noted** for future action by the Working Groups.
- (c) **Other topics report**. This report had now been received from Richard Williams and was **noted** for future action by the Working Groups.
- (d) **Future village walks**. More would be arranged later in the year. It was **noted** that whilst 25 people had taken part in the two walks, no walks had been signed up for covering the western part of the village (around Lockway etc.). This would be remedied as part of future plans.

### **2012/003 Next Steps**

- (a) **There was a protracted discussion about next steps**. It was **decided**:
  - i. That in order to limit the possibility of speculative development it would be desirable to have community support for a housing plan giving numbers and type of houses acceptable to the community by end Dec 2012.
  - ii. A 'vision' for the centre of the village should be produced, in graphic format.  
**ACTION: Tom Shebbeare to ask Mike Habermehl to sketch a 'sample' vision for the village centre, taking into account the comments recorded from the feedback received on Sept 7<sup>th</sup>.**
  - iii. A short household questionnaire was discussed, but on balance this approach was rejected in favour of a second 'curry evening' to engage residents with choosing from different scenarios.
  - iv. Professional advice should be sought before the next steps were finalized. Anton Nath (ORCC) and Mike Habermehl would be invited to the next Steering Group meeting to make a 'pitch' for the consultancy work in formulating the planning process and assisting with its delivery.  
**ACTION: Andrew Bax to invite Anton Nath and Mike Habermehl to the next Steering Group meeting, and to ask them to confer with one another beforehand to see if they could collaborate on the Drayton neighbourhood plan.**

- v. It would be advisable to engage with landowners as soon as the next steps were clear. It was recognised that the Parish Council was already in negotiation with the Earl of Plymouth Estates, and that approaches had been made to the Parish Council by both Mr. Paul Caudwell and by Savilles (representing several landowners south of the village centre). Any discussions with landowners involving the Neighbourhood Plan would need to be conducted via the Parish Council's Planning Committee, or with their involvement/agreement.
- (b) Working Groups. 17 people (plus 4 Steering Group members) had signed up as volunteers on the Working Groups. It was **agreed** that Richard Williams would contact these volunteers and find convenors for each group outside the existing Steering Group. He will circulate the list of names to the Steering Group so that the volunteers' email addresses can be identified.
- ACTION: Richard Williams to contact the Working Group volunteers and identify a convenor for each group.**

#### 2012/004 Publicity

- (a) Mailing/email list management. This would be handed over from Tom Shebbeare to the Parish Clerk to manage. Andrew Bax will add in new email addresses collected on Sept 7<sup>th</sup>
- ACTION: Andrew Bax to add in the new email addresses collected on Sept 7<sup>th</sup> to the Googlemail address file**
- (b) Publication of documents (including Agendas & Minutes) on website. It was **decided** that the Drayton2020 website should be established within the village website.
- ACTION: Parish Clerk to ask Laurence Zipson (webmaster) to set up a page for Drayton2020 which the Parish Clerk will maintain.**
- (c) Contact with neighbouring Parish Councils/Police/OCC/local MP etc. It was **decided** to ask the Parish Council to notify the neighbouring parish councils of the existence of Drayton2020 and the neighbourhood planning process, and to request information about their own intentions. Meetings could then be arranged as and when appropriate. Other official contacts (OCC/police etc.) would be made later.
- ACTION: Parish Clerk to ask the Parish Council to write to neighbouring parish councils about Drayton2020.**
- (d) PlaceCheck website. <http://www.placecheck.info/>. This website gives useful checklists and information which would be useful for future village walks.

#### 2012/005 Finance

- (a) Report on income and expenditure to date.
- Drayton Chronicle - £440 (to be paid by Drayton Community Trust)
  - Graphics/publicity – circa £500 (paid/to be paid by the Parish Council)
  - Food - £400 (est.) (to be paid by Drayton Community Trust)
  - Hall hire – The Village Hall had waived their usual hire fee, but had been paid £30 'corkage' out of the bar takings, which were £127, with around £37 profit. It was **agreed** that the Village Hall should retain any profit from the bar over and above their 'corkage' fee
  - Other incidental expenses – about £100 (to be paid by Drayton Community Trust)

With funds available of £3,300 (£1,000 Parish Council and £2,300 Drayton Community Trust), expenditure (est. circa £1500) was well within existing budgets.

- (b) Future payments. The government had announced that it would make £30,000 available for each neighbourhood plan, via the district councils. Whilst it was expected that VWHDC would retain some funds to cover their own expenses, the major part of this £30k should be available for Drayton2020, via the Parish Council. It was **agreed** to ask the Parish Council to administer receipts and payments for Drayton2020, and to audit the accounts through its normal procedures as a project fund under the Planning Committee.

Drayton Community Trust would be a fundraising body for Drayton2020 and would donate monies to the Drayton2020 project fund as and when they were raised.

### **2012/006 Steering Group**

- (a) Membership. It was **agreed** that the Steering Group membership should be expanded from the existing 4 to 8, and that the Working Group Convenors would be invited to join the Steering Group, from the next meeting.

**ACTION: Richard Williams to ask the Working Group Convenors to join the Steering Group and invite them to the next meeting.**

- (b) Terms of Reference. Draft TORs had been circulated by the Parish Clerk, based on templates used by ‘front runner’ councils already undertaking neighbourhood planning. It was **agreed** that specific suggestions for amendment would be made by email. The draft TORs as agreed by the Steering Group needed to go to the Parish Council for ratification at its meeting on Monday 1<sup>st</sup> October.

**ACTION: All Steering Group members to comment back by email to the Clerk on the draft Terms of Reference.**

It was **noted** that:

- Drayton2020, being in receipt of public monies and as a Working Group under the Parish Council’s Planning Committee, was a public body subject to the ‘Nolan Principles’ and to the Data Protection and Freedom of Information Acts
- Meetings should be held in a public place and in the evenings. It was **agreed** that the Caudwell Day Centre would be the preferred venue and that meetings should normally be held on a weekday evening, normally from 7pm, with an opportunity for public participation
- Membership of the Steering Group needed to be balanced by gender, age, place of residence in the village, etc., so far as such balance could be encouraged and was feasible
- The election of officers (Chairman/Vice-Chairman/Publicity Officer) should await the next meeting when the Steering Group had been properly re-constituted. It was **agreed** that Andrew Bax would continue to act as Chairman and Press Relations contact in the interim
- The delivery date for the final plan needed to be timed for a good date for the referendum (May2013? –too early?/May 2014 too late? – date other than May not good?). It was **agreed** that Richard Webber would consult the VWHDC on best dates to schedule the referendum.

**ACTION: Richard Webber to ask VWHDC about best timing for referendum date.**

**2012/007 Any Other Business.** The Drayton Community School Governors had invited a Drayton2020 spokesperson to their next meeting on Sept 24<sup>th</sup> at 7pm to make a short presentation on the neighbourhood planning process. It was **agreed** that Richard Williams would represent Drayton2020 at the School Governors meeting to make this presentation.

### **2012/008 Date and time of Next Meeting**

The next meeting was agreed as **Friday 28<sup>th</sup> September at 7pm in the Caudwell Day Centre** (Venue subject to booking by the Clerk)

Richard Webber gave his apologies for the next meeting.

**The meeting concluded at 5.15pm**

## ACTION CHECKLIST- DRAYTON2020 MEETING – FRIDAY 14<sup>th</sup> SEPTEMBER 2012

Who	Action Point	Report back on Action
<b>ALL</b>	All Steering Group members to comment back by email to the Clerk on the draft Terms of Reference	
<b>Andrew Bax</b>	Invite Anton Nath and Mike Habermehl to the next Steering Group meeting, and to ask them to confer with one another beforehand to see if they could collaborate on the Drayton neighbourhood plan	
<b>Andrew Bax</b>	Add in the new email addresses collected on Sept 7 <sup>th</sup> to the Gmail address file	
<b>Tom Shebbeare</b>	Ask Mike Habermehl to sketch a 'sample' vision for the village centre, taking into account the comments recorded from the feedback received on Sept 7 <sup>th</sup>	
<b>Richard Webber</b>	Ask VWHDC about best timing for referendum date	
<b>Richard Williams</b>	Contact the Working Group volunteers and identify a convenor for each group. Invite Convenors to join the Steering Group and come to next meeting on Friday 28 <sup>th</sup> Sept at 7pm	
<b>Richard Williams</b>	Make a short presentation on the neighbourhood planning process on Sept 24 <sup>th</sup> at 7pm to at the Drayton Community School Governors meeting	
<b>Parish Clerk</b>	Ask Laurence Zipson (webmaster) to set up a page for Drayton2020 which the Parish Clerk will maintain	
<b>Parish Clerk</b>	Ask the Parish Council to write to neighbouring parish councils about Drayton2020	
<b>Parish Clerk</b>	Book Caudwell Day Centre for next meeting on Friday 28 <sup>th</sup> September at 7pm, and check availability of other nights for regular meeting	