

Upton Bishop NDP Steering Group Minutes

11th June 2019

Millennium Hall 8:00 pm

Attendees:

Brian Spencer (Co-ordinator)

Guy Cooper

Paul Newman

Andy Parr

Jan Stevenson

Keith Cornwall (PC Chairman)

Proposed New Members (also present):

Andy Church

Christine Bowes

Jean Haines

Hazel Strange – volunteering to assist

Apologies:

Alison Feist

Jacky Ivimy – volunteering to assist

Minutes

1. Update on members - Volunteers from APM and Ordinary Meeting

Three new parishioners have volunteered to join the group

Andy Church

Christine Bowes

Jean Haines

These three names will be put forward to PC in July for agreement

Jacky Ivimy and Hazel Strange have volunteered to assist on certain tasks as required – Action BPS at PC

2. Financial update – update from Guy Cooper

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- a. It has been agreed that, following the end of year submission, we will retain the outstanding £4,951 to spend as previously agreed. £929 of the original £5,880 has been spent to date on hall hire and consultants' fees. This is detailed in the PC budget
- b. Additional funding will be available in 2019 and application for additional money will be made as required

Action - GC will continue to monitor the spend against the original budget allocation to ensure that money is spent as agreed in the spending plan and PC to update monthly

3. Consider Data Orchard position

- a. Data Orchard have confirmed they have definitely withdrawn so a new consultant must be appointed
- b. We have the opportunity to engage David Nicholson who is eminently suitable based on the evidence from other Parishes and he comes highly recommended by HALC as one of their two preferred consultants – the other being Kirkwells. Chris Gooding also speaks highly of him and he has been suggested from more than one direction

Rather than go through the whole tender process again, it is proposed that we ask David to price the outstanding items that were in the Data Orchard quotation. Providing his costs are comparable with the original, we can make a case to the Parish Council to engage him on a target cost basis at the July meeting – Action BPS

There will be three additional costs that we can incorporate into our next budget application.

- c. Planning Consultancy Advice – this was always going to be a part of our additional costs
- d. Writing the draft and final reports – David to be asked if he can also quote for doing this as it was previously omitted
- e. Production of a Parish Profile

Both will need to be applied for under the 2019 application – Action GC as required

4. If appropriate, start new selection process –

If the process at item 4 fails to give us an acceptably priced offer, we will need to go back to other consultants and start the process again. It was agreed that this would not be ideal as it will delay progress

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5. Project Plan update – Jan Stevenson – there was a brief discussion on this, but it was agreed that this should be deferred until our new consultant is engaged
6. Feedback to PC on Open Day and moving forward

Several items were passed back to the PC as they were beyond the scope of the group. PC to progress

7. Questionnaire and how we review this as it progresses

There was some discussion about the draft questionnaire. It was agreed that no named settlement boundaries would appear but questions about the draft settlement boundaries still need to be agreed amongst the group to get feedback from parishioners

All present agreed to review the questionnaire and email comments back to Jan Guy and Andy for collation. Additional questions to be proposed and any question that raises substantial concerns to be reviewed individually at July meeting.

It is hoped that the formatting and printing can be completed in July and August to allow for September circulation although this may be reviewed to see if an earlier date is achievable

Action – All present

8. The possibility of a photo competition over 6 to 9 months was suggested by Jan Stevenson for possible inclusion in NDP – need to agree advertising and promotion at the next meeting. BPS to raise it at the PC meeting in July and suggest advertising for an organiser.

9. Frequency of future meetings

Next meeting 9th July 8:00 pm in Committee Room at Millennium Hall

Brian Spencer – Steering Group Co-ordinator