



Neighbourhood Plan Working Group

Approved Minutes of Fourth Meeting, 4th August 2026

Present:

Phil Goodier (PG)	Group Chair
David Gluck (DG)	Consultant (by Teams)
Dean Culshaw (DC)	BMPC Chair
Rupert Scales (RS)	BMPC Councillor / Heritage & Local Character sub-group lead
James Hobson (JH)	Housing Provision and Affordability sub-group lead
Jane Fowler (JF)	Communications sub-group lead
Rod Hepple-Willson (RHW)	Transport and access sub-group lead
Chris Edmondson (CE)	Flooding & Utilities Capacity sub-group lead
Richard Houseman (RH)	Community Facilities sub-group lead
Paul Collinson (PC)	Green Spaces sub-group lead

1. Apologies

(None)

2. Minutes of the last meeting, 10th June 2026

These were accepted as a correct record.

3. Parish Council Meeting Feedback

The sub-group structure and leads is supported. We have approval to spend the first £1,500 on the Adept Consulting Work. The Clerk has confirmed that she has delegated authority to proceed with suitable expenditure recommended by this team without PC approval – although this will still be sought for larger costs.

4. Matters arising and Action Review

Actions

#	Action	Who	When	Status
Previous Meetings				
1.12	A paper communications route will be set up for the digitally excluded	JF	TBC	In communications plan – consider complete here.
1.10	Identify NYC Planning contact / support	Sue Reid	April 23 rd	Complete – Joan Jackson. PG / DG met in July.
2.9	Prepare briefs for Sub Groups before 20 th June	DG	15 th June	Complete

2.10	Notify other stakeholders of the decision to produce a NP	Clerk	15 th May	DG to prepare a list of stakeholders – Complete. DG / JF to draft the letter – Complete. Sue to send out on behalf of the PC – Unsure – PG to chase.
10th June 2026 Meeting				
3.1	Put updated project plan on website	DG / PG	15 th May	Complete and updated again for this meeting.
3.2	Set up FB account for NDP	JF	31 st May	Complete
3.3	Set up YouTube channel for NDP and post videos publicising 20 th June	JF	15 th May	Complete
3.4	Meet village organisations (e.g. WI, Coffee Mornings, Churches) to talk about NHP	JF / PG	Ongoing	Ongoing
3.5	Put regular updates in the Parish Magazine	JF / PG	August – for September edition	Complete / Ongoing – drop from here as in Comms plan
3.6	Set up OneDrive account	PG	30 th June	Partially complete – PG to move to PC domain
3.7	Set up a register of all the comms we have done (retrospective & ongoing)	JF	30 th June	Complete / Ongoing – drop from here as in Comms plan
3.8	Approach the History Group to ask them to support the Heritage & Local Character WG	RS	20 th June	Complete – David Derbyshire attended the last meeting
3.9	Approach Rod Hepple-Wilson (Community facilities) and Jackie Holder (Transport) about the two remaining sub-group leads	PG	11 th June	Complete – Rod now leads transport. Richard now leads community facilities.
3.10	Approach agreed people about sub-group membership before 20 th June	PG	15 th June	Complete
3.11	Approach Adept Consulting to check scope on surface water in common drains, check if capacity of sewage treatment is in scope and understand reduced terms if YW decline to engage	CE	20 th June	Complete 11/6
3.12	Get approval from PC to spend up to £1,500 on Phase 1 of the Adept proposal subject to the above	PG	16 th June	Complete

3.13	Arrange tables / refreshments / table card holders for 20 th June meeting	PG / RS	20 th June	Complete
3.14	Send out a meeting reminder – to our volunteer list + PC mailing list (via Steve)	JF	15 th June	Complete.

5. Project Management Update

DG shared the updated project plan (attached below) which was supported.



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2003 Document

A useful discussion took place about the fundamental step of preparing the plan for each subject area. It was agreed that:

- Step 1 : Define the “as is” with evidence-based data where possible : Target end 2026
Step 2 : Recommend / draft the “so what” (i.e. the draft policies) based on the above.

We will aim for aspirational and very ambitious objectives in Step 2 – the subsequent consultation will determine how realistic / deliverable they are! The recommendation now is “shoot for the stars”!

Sub-Groups will feedback their “Step 1” conclusions between October and December 2027.

6. Finance

The Clerk has prepared a finance report which was circulated after the meeting. This highlighted the importance of preparing a budget.



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2003 Document

7. Sub-Groups Update:

a) Comms

JF

- The Comms plan (attached) was discussed and approved.
- The first Village Survey will focus on the draft (once approved) Housing Provision & Affordability questionnaire, with some additional questions added to support Flooding & Utilities Capacity. CE / JH to complete consolidated draft
- Survey will be based on households (not individuals) – 1 per household
- Hand-delivered – team / route needed
- Completion – paper and online (both) – IT solution needed
- Aim to send out in early September, complete by end of month (3 week survey time)
- It was agreed to purchase 4 noticeboards to provide info / progress on the NDP – ideally to be positioned in both churches, Village Hall and Pub

b) Housing provision & affordability JH

- See comments on survey above
- Update below:



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c) Heritage & local character RS

The History Group is now supporting the group (David Derbyshire). A good first meeting. Photos are being taken to support character recommendations.

d) Flooding & utilities capacity CE

Adept have now approached YW for the Phase 1 data request. PO still required? (Clerk). It is accepted that the beck impacts on this group and Green Spaces – a joint meeting will be arranged.

YW have been doing significant data collection in the village recently.



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e) Transport & access RHW



Proposal for the
purchase of fixed tra



T&A Sub Group
Minutes - 08072026.l



T&A Sub Group
Minutes - 27072026.l

The proposal to purchase traffic monitoring equipment was approved up to £800 total cost. GDPR compliance was discussed. It was agreed that detailed village communications

should go out before the monitoring starts. Also, a Highways Consultant should be approached to check the format of our data collection is appropriate for a future consultant-led report.

f) Environment, Landscape & Water

PC

Gypsum was discussed – the gypsum report will be referred to in the final NDP.

g) Community facilities

RH

A good first meeting has been held, focussing on the school. It was noted that the school is nearly full and 50% of students come from outside the Village. Places cannot be ring fenced for villagers. A summary of some of the background was circulated but will not be included in the published minutes due to confidentiality issues.

8. AOB

None

9. Date of next meeting

Wednesday 30th September at 7pm : Methodist School Room / Teams

(Action list on next page)

Actions

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Previous Meetings				
2.10	Notify other stakeholders of the decision to produce a NP	Clerk	15 th May	DG to prepare a list of stakeholders – Complete. DG / JF to draft the letter – Complete. Sue to send out on behalf of the PC – Unsure – PG to chase.
3.4	Meet village organisations (e.g. WI, Coffee Mornings, Churches) to talk about NHP	JF / PG	Ongoing	Ongoing
3.6	Set up OneDrive account	PG	30 th June	Partially complete – PG to move to PC domain
4th August 2026 Meeting				
4.1	Sub-groups to feedback their “as is” conclusion data in our Oct / Nov / Dec meetings	Leaders	Dec 2026	Proposal for which group at which meeting made
4.2	Send out budget pro-forma (PG) and complete (All) – to discuss at our next meeting. Need to identify and address any 2026/7 funding shortfalls.	All	End-August	Spreadsheet sent out.
4.3	Look at purchase of 4 noticeboards for NDP updates – both churches, pub, Village Hall (permission needed from all!)	JF	End-Sept	
4.4	Prepare first village survey to address Housing Provision & Affordability – plus some questions on Utilities / Infrastructure. Check survey with our data expert. Make available in paper and online format.	JF / CE / JH	End August	
4.5	Distribute / collect surveys	JF / Team	Sept (3 weeks)	Comms team volunteers to help delivery / collection
4.6	PO Required for Adept	Clerk	August 10 th	
4.7	Drainage / Utilities Group to approach c.10 stakeholders for info / opinions	CE	September 15 th	Need to confirm Stakeholder communications have gone out first (2.10)
4.8	Joint meeting needed between Flooding / Utilities & Green Spaces groups to discuss the beck	CE / PC	End-Sept	

4.9	Purchase traffic monitoring equipment (Amazon)	RHW / Clerk	Immediately	
4.10	Village communications for traffic monitoring starts	RHW / JF	August	
4.11	Identify Highways Consultant to give opinion on our traffic counting proposal	DG / RHW	August	

P Goodier

6th August 2026