

MINUTES OF STEERING GROUP OXSPRING VILLAGE NEIGHBOURHOOD PLAN
Tuesday 10th December 2013
St Aidan's Hall

Present: Ruth Rovira (Chair), Jonathan Jordan, Cheryl Kelleher, Ann Walker,
David Greensmith

Apologies: John Shepherd

1	Minutes/Actions from Previous Minutes/Meeting 23rd September Suggested that we need to include a bullet point for declaration of interest in any agenda item in all forthcoming meetings. Ruth Rovira declared that she had previously worked with The Faceless Company. Ann Walker was asked to prepare a template for a Register of Interests for all Committee members to complete.	ASW
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2	<p>Community/Stakeholder Engagement, Communication and Marketing Draft Programme</p>	
2.1	<p>Dearne Media had been invited to give a presentation to tell us how they might be able to help us by making a video documentary that will chart the various stages of the preparation of our neighbourhood Plan.</p> <p>Salient points from the presentation:</p> <ul style="list-style-type: none"> • Brief explanation of what the Dearne Media Group is - a community association which is registering itself as a company limited by guarantee. Principal aim is to use media technology to promote the social, cultural and economic well-being of the people of Barnsley. • Dearne Media Group has the the experience and technical knowledge to make the kind of material that is required. They would particularly like to undertake this project because they see it as being of a kind that is central to their mission. • They advised us that we would need to write a brief/specification for them and that we would need to think of: length, content and above all purpose, i.e. what do we want the film to do. Agreed that the Steering Committee would meet before Christmas to try to pull together a brief so that they can give us a quotation and some indication of the time line(somewhere between £600 and £1000). 	All
2.2	<p>Review/Agree Proposal/Fee prepared by the Faceless Company and the Funding Bid to A4A (National Lottery - Maximum £10k)</p> <p>For a cost of £1595 the Faceless Company will produce 4 6 x 4 vinyl banners which will include eyelets for attaching them to outdoor spaces.</p> <p>Work in the local school with two groups over one day (1 class am and 1 class pm) and then offer an open drop in event in a central village location.</p> <p>Advised that the work could be carried out from 27th January onwards and the costs include all project preparation, artist fees, materials, vinyl banners and printing and transport and travel.</p> <p>A discussion took place about the affordability of this project as it is quite a large portion of the current budget. However, the Chair advised that we would also be submitting a bid to A4E for upwards of £10,000. A vote on the proposal was taken with 4 in favour and 1 abstention. The vote was carried and the order will be placed in due course.</p>	RR

3	<p>Next stages of the plan preparation</p> <p>The Chair delivered the scope and proposal for the students from Sheffield Hallam University who will be working with us on the Neighbourhood Plan. The students are studying for a Masters in Town Planning specialising in Transport and Urban Design.</p> <p>The students will:</p> <ul style="list-style-type: none"> • Identify and develop a stakeholders' database. • Undertake surveys and full analysis (using questionnaires) of Oxspring stakeholders including residents, businesses, land owners and other interested parties/groups at key stages of the plan preparation. • Provide assistance gathering evidence to support emerging proposals/policies and this could include assessment of proposed sites for future development/change of land use. • Support with preparation of the Consultation Statement. <p>It was agreed that the voluntary work offered by these students, which will form the basis of their Masters dissertations, would be invaluable and it was agreed to use their skills to help us with our Neighbourhood Plan Preparation.</p>	RR
4	<p>Meeting with BMBC Planning Officers</p> <p>The Chair advised us to ensure that we prepared for the meeting by reading Barnsley's Economic Strategy. Link to be forwarded to Steering Committee members.</p>	RR
5	<p>Update Budget and Expenditure</p> <p>The Chair explained that there was some confusion regarding bookings for St Aidan Hall. A Walker to contact James Brown to clarify the position so that accurate financial spreadsheets can be produced for the next meeting.</p>	ASW
6	<p>Date and Time of Next Meeting</p> <p>19th December for Steering Committee to meet to pull together Brief/Specification for Dearne Media group - 19th December at J Jordan's home address.</p> <p>Tuesday 14th January - Steering Committee meeting 7.00 p.m. at Cheryl Kelleher's home address.</p>	