



NOTICE OF MEETING – NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

DRAFT MINUTES OF MEETING HELD

Wednesday 20th October 2021 at 730pm

Present : Dr C Fabray, Mr P Crysell, Ms V Harman, Cllr I Hooper, Cllr B McEldowney, Mr R Eccles, Cllr S Osman, Mr P. Sharp.

1. Chairman's Welcome

Dr C Fabray welcomed everyone to the meeting and thanked the members for successfully completing the Neighbourhood Plan (NP) which was started over 5 years ago. In particular he thanked Mr P. Crysell and Mr P. Sharp for their hard work and endeavour and also Cllr B McEldowney for his many hours delivering NP leaflets and brochures.

2. Apologies for absence

Mr P. Fisher and Cllr G. Blackmoor

3. Declarations of Interest (Members' Code of Conduct)

None

4. To consider members' written requests for dispensation, if requested

None received

5. Adjournment of meeting for Public Question Time

There were no members of the public present

6. Previous Minutes

The minutes of meeting held on 13th May 2021 were approved

7. Election of officers

Mr R Eccles was unanimously ~~appointed~~ elected as Chair and Mr P Crysell as Vice Chair. Mr Eccles thanked the committee, and noted that as a relatively new member of the group he would be relying heavily on the accumulated knowledge of the other committee members.

The committee thanked Dr Chris Fabray for his commitment over the past 5 years.

8. Review Terms of Reference of NP Steering Group

A lengthy discussion was held on the terms of reference and potential different structures – Mr P Crysell agreed to draft a terms of reference document and organization structure that reflected the discussion in the meeting. A reporting mechanism for the new project officer will be incorporated into this. It was also agreed that the planning committee need to receive training to ensure they are aware of the detail in the NP. A budget of £2,000 per annum was agreed for the group.

9. To consider procedures and organization required for implementation, monitoring and review of made Neighbourhood Plan

See agenda item 8 above

10. To consider time scales for the appointment of projects officer

It was agreed the projects officer would be appointed during Spring/Summer of 2022. This is to coincide with the publication of the BDC options paper which is expected around July 2022.

Cllr S Osman agreed to ask legal contacts of his if there was any interest and it was agreed the officer should live in

the parish and have local knowledge.

11. To agree date and time of next meeting.

The time of the next meeting was agreed as 7.30pm on 19 January 2022 – room to be booked

Catshill and North Marlbrook Parish Council, Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ