

NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD

7.30pm, Wednesday 22nd March 2017

Present Dr Chris Fabray (Chair), Mrs M Andrews, Mr P Crysell, Mr P Fisher, Ms V Harman, Cllr M Knight, Cllr. B McEldowney, Ms S Reid and Cllr N Ward

In attendance Assistant Clerk: J Quinn

1. Welcome from the Chair
Dr Fabray welcomed Mrs Melanie Andrews to the meeting.
2. Apologies Cllr T Gillespie, Cllr O Sweeting and Claire Wing
3. Declarations of Interest (Members Code of Conduct)
Dr Fabray reminded members of the group that everyone needed to complete a *Register of Interest* form and return it to the Assistant Clerk.
4. To consider members' written requests for dispensation, if requested
None were requested. Members were advised that everyone was required to seek a dispensation in respect of their property which constituted a pecuniary interest.
5. Adjournment of meeting for Public Question Time
There were no members of the public present.
6. Previous Minutes
To consider approval of draft minutes of meeting held 15/2/17
It was agreed that the minutes of the meeting held on 15 February 2017 were an accurate record of the meeting.
7. To receive update on the design and organisation of the drop-in workshops to be held at Catshill Village Hall and the semi- permanent stands to be located throughout the village

Three posters, one for each topic area, were displayed. The previously agreed arrangement of stations for the drop in workshops was reviewed.

It was agreed that the following arrangement would be used subject to a successful trial run.

- a) Reception: staffed by Ms V Harman. Display would require welcome sign, neighbourhood plan leaflets, means of recording number of attendees and a supply of questionnaires.
- b) Neighbourhood Plan Overview and Progress: no need to be staffed. Main posters to be A0 size. Neighbourhood Plan PowerPoint slide show to be displayed if possible.
- c) Housing: staffed by Mr P Crysell. Display to include housing poster at A0 size, parish map showing undeveloped land with a hatched notation and smaller poster with questions for consideration by attendees. Area Assessment sites map not to be used. Position of station to be where infrastructure was to be located in previous arrangement.
- d) Infrastructure: staffed by Cllr N Ward. Display to include infrastructure poster at A0 size, map with relevant road information and a chart of questions for interaction with attendees. Road map to be marked up by Cllr Ward and passed to Assistant Clerk who will request printed version from Mike Dunphy.

- e) Environment: no lead identified. Cllr Knight to ask Cllr Shephard to staff station for the two drop-in-workshops and prepare relevant topic map. Environment topic to also include air quality issue. Draft map to be prepared by Cllr Shephard, (subject to acceptance) and passed to Assistant Clerk who will request printed version from Mike Dunphy. Cllr Knight and Mrs Andrews offered to help the Environment Working Group.
- f) Refreshment tables and questionnaire collection point (staffed by Cllr McEldowney) as previously agreed.
Dr Fabray to provide a roving support function throughout.
Unless stated otherwise above all material to be prepared by workshop leads in conjunction with Dr Fabray who will pass on to Mr M Gribble for production.
Each station will require sufficient table space for displays, loose material and area for attendees to write comments.

It was agreed that each member of the Steering Group should have an identification badge. Assistant clerk to progress with the Clerk.

It was noted that the semi-permanent stands in the Parish Hall foyer had been rearranged by Hall users.

It was agreed that Dr Fabray would approach Catshill Library to host some semi-permanent stands.

It was noted that expenditure to be incurred on the phase1 consultation and subsequent plan preparation activity was eligible for grant assistance. **It was agreed** that a grant application in the sum of £2,000 be submitted as soon as possible.

8. To receive data requests from Working Group Chairs

It was agreed not to pursue attempts to obtain a postcode map given the difficulties and cost implications. There would be a need for 2011 census information and identification of Enumeration Districts. Mr P Crysell will pursue this. Cllr Ward was given one of the Parish Council's copies of the Bromsgrove Local Plan in connection with his previous request for information. The other copy was loaned to Cllr Knight.

9. To receive update on Phase 1 Consultation Questionnaires

Fifty two questionnaires had been received at the time of reporting, 47 of which had been inputted. Dr Fabray reminded the meeting that the target was to achieve 100 completions by the end of March. A bar chart was circulated showing an analysis of the inputted questionnaires. This showed traffic issues as the highest with parking second. Jobs were the lowest although this may be a reflection of the age profile of respondents to date.

Members of the Steering group also identified parking problems as an issue especially in Golden Cross Lane.

Two business questionnaires have been completed so far. The target is 10.

10. To agree precise dates for the Phase 1 Consultation Events.

It was noted that at the Annual Parish Meeting on 20 April there would be a piloting of some of the display material and presentation by Dr Fabray.

It was agreed that the following dates be set for the drop-in-workshops to be held in Catshill Village Hall.

Trial workshop: 29th April at 11.00

Workshop 1: 13th May 11.00 to 14.00 (with set up from 09.00)

Workshop 2: June 24th 11.00 to 14.00 (with set up from 09.00)

11. To agree a time, date and venue for the next Neighbourhood Plan Steering Group

It was agreed that the next meeting of the Neighbourhood Plan Steering Group be held on 14th June 2017 at 19:30 hrs in the Committee Room at Catshill Village Hall

This meeting ended at 21.05hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date

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