

Present

Dr Chris Fabray (Chair), Mr P Fisher (Vice Chair), Mr P Crysell, Ms V Harman, Cllr M Knight, Cllr B McEldowney and Cllr N Ward (Cllr N Ward arrived at 19:52 hrs during the discussion of Agenda Item 9)

In attendance

Clerk: R Powell

1. Welcome from the Chair

Dr Fabray welcomed all to the meeting

2. Apologies

Apologies had been received from Ms S Reid

3. Declarations of Interest (Members Code of Conduct)

The Clerk explained both the Dispensation Form and the Declaration of Interest Form in detail with explanations and examples of when the latter may be needed. It was noted that all Members with Property in the Parish would need to complete a Declaration of Interest Form to allow them to discuss any items on Agendas relating to Planning and housing. In addition, the Clerk made Members aware of the need to include Agenda Items 3 and 4 on each Agenda should any additional Interests become apparent in subsequent meetings and the procedure in relation to this.

All Members present completed a Declaration of Interest in relation to Property where relevant, following the meeting.

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

None were requested.

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 22/03/17

It was agreed that the minutes of the meeting held on 22nd March 2017 were an accurate record.

9. To receive and update on Phase 1 Consultation Questionnaires

To include discussion on achieving completions target of 350 and the involvement of local businesses

With the agreement of the Committee, Agenda Item 9 was discussed at this point in the meeting. Members discussed the current target of 350 completed questionnaires for analysis. The current completed number stood at 135 and had been obtained since March, including during the previous workshop. It was noted that at this rate of completion, 350 questionnaires, although ideal, was not going to be achieved within a reasonable time frame in relation to the project plan. Members discussed the statistical impact of reducing the target number of questionnaires in relation to sample size and confidence intervals. It was deemed that 250 should be the lowest target and these would need to be completed by July. It was noted that the most successful way of completing the questionnaires was by face to face contact.

Once the target questionnaires are completed, the next stage is to create a vision statement from the data collected, followed by objectives, then policies.

It was discussed that a mailshot may be beneficial by targeting a certain number of households with a questionnaire and a short explanation of what a Neighbourhood Plan was.

Members viewed a draft flyer that had been produced by Dr Fabray and his son to try and grab the attention of residents regarding the upcoming workshop to be held on 24th June. This could accompany a questionnaire and the discussion expanded to the idea of delivering to all households in the Parish.

Cllr N Ward arrived at this point in the meeting.

It was agreed that the draft flyer should be produced and in addition include extracts from the original explanation leaflet on the back to detail the main points of a Neighbourhood Plan. It should also include the fact that there would be refreshments and a free raffle at the workshop.

It was agreed that 3000 copies of both this flyer and the questionnaire should be requested. Dr Fabray would obtain the flyer and Mr P Fisher would order the questionnaires.

It was agreed that delivery should be made the week following the general election, week commencing 12th June 2017

It was agreed that Cllr B McEldowney would provide a distribution list that was used for the delivery of the Parish Council newsletters to obtain the most successful coverage of the Parish. This route would be divided between Members of the group.

It was agreed that the end of July would be the cut off for collation of questionnaires and that a meeting of the Steering Group would be held in September to agree a vision statement from the results. Dr Fabray offered to analyse the data from the questionnaires between these two dates.

Members discussed the results of the Business questionnaires that had been completed. It was requested that Dr Fabray's hard work be acknowledged in relation to the completion of a report that he had produced following the collation of data from these questionnaires. It was noted that two or three more of these questionnaires completed would be sufficient and that there was a need to target some fast food outlets and the garden centres in the Parish.

7. To review the first Phase 1 consultation workshop and agree/plan any changes for the second workshop

Members discussed the first workshop and it was noted that the layout, stands and presentation were good but the lack of footfall was the issue.

It was agreed that no change was needed to the workshop ahead of the next scheduled date.

Members discussed ways of increasing footfall which included the use of balloons outside the Village Hall to draw attention, A frames outside to guide people in, inviting County and District Councillors to also attend, Members to be positioned at the Spa and the Co-op on the day with a small stand of information to direct people to the workshop. Members also discussed the need to hold the workshops at different times ie: weekdays, evenings, to gain greater footfall. It was decided that the workshop on 24th June would continue as planned due to the advertising that had already been put in place.

It was noted that Cllr N Ward would not be available at the next workshop and that there was a possibility that Cllr J Bate and Mr A Bate would take his place for the day.

8. To review and plan as necessary the use of Neighbourhood Plan display stands around the Village.

It was noted that there was some disappointment over the response that the stand in the Village Hall had received, however, it was also noted that this area had repeated footfall from the same groups attending and that this was probably now saturated. It was not felt that having a stand at the library was the best decision in terms of people viewing it.

It was agreed that the owner of the Social Club would be asked if a stand could be erected in the foyer.

It was agreed that the GP would be another beneficial place to have a stand erected.

Members discussed initial ideas to have a stand outside the Co-op and Members take turns to be present and speak to residents about the Neighbourhood Plan.

It was agreed that Mr P Fisher would approach the Manager at the Co-op and ask if it was possible to have a stand outside the Co-op on a different day to the workshop.

It was agreed that Mrs Claire Wing (Village Hall Manager) would be asked if she would mind approaching some of the people attending groups at the hall as they were predominately the demographic that was in need of representation within the questionnaire data.

9. To receive update on Phase 1 Consultation Questionnaires

With the agreement of the Committee, this Agenda Item was considered earlier in the meeting.

10. Progress of Working Groups

Report back from each Working Group

It was noted that over the next 6 months there would be no monthly Steering Groups and that the Working Groups should concentrate on collating their particular data. Members took this opportunity to fully establish who would be assisting which Working Group.

It was agreed that the Working Groups would include:

Environment – Cllr M Knight and Cllr M Shephard (Co leads), Mrs M Andrews. It was noted that Cllr G Blackmoor would also assist this group.

Housing – Mr P Crysell (lead), Cllr B McEldowney and Ms V Harman

Infrastructure – Cllr N Ward (lead), Mr P Fisher and Ms S Reid. It was noted that Cllr J Bate and Mr A Bate may also assist with this group.

It was agreed that Dr Chris Fabray would act as a liaison between each working group and provide an oversight. It was noted that feedback would need to be provided occasionally to ensure no overlap and establish how far the groups had got.

It was agreed that the Clerk would distribute the contact details of the people in each group.

It was noted that the Working Groups had been established to begin the process of collating information but following the completion and collation of the questionnaire data, these groups may need refining to focus on the views of the residents.

Members engaged in further discussion regarding the progress so far with each group, the need to consider the policies already in place from WCC, BDC etc when creating those for the Neighbourhood Plan and the need to consider how local areas could affect what is written in the Neighbourhood Plan ie: introduction of housing impacting on traffic, infrastructure and environment.

It was noted that Mr P Crysell had been able to create a postcode map for use by the group.

11. To agree the time, date and venue for the next Neighbourhood Plan Steering Group and/or Working Groups

It was agreed that the Steering Group would meet on Wednesday 27th September 2017 at 19:30 hrs in Catshill Village Hall Committee Room

Working Groups would establish their own meeting dates.

This meeting ended at 21.00hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date