

NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD
7.30pm, Wednesday 15th February 2017

Present Dr Chris Fabray (Chair), Mr P Crysell, Ms V Harman, Cllr M Knight, Cllr. B McEldowney, Cllr O Sweeting and Cllr N Ward

In attendance Assistant Clerk: J Quinn; Mr M Gribble

Prior to the start of the meeting, with the agreement of the Chair, Cllr Sweeting explained the need for all members of the Steering Group to register their disclosable pecuniary interests using the form provided. He also referred to the previously distributed *Interests and Dispensation Procedure* document which explained what constituted a disposable pecuniary interest.

At this point, following an explanation by Cllr Sweeting, a vote was taken on the dispensation request submitted by Serena Reid. This was agreed unanimously and the form was duly signed by the Chair.

1. Apologies Cllr T Gillespie, Ms Serena Reid and Mr Paul Fisher
2. Welcome from the Chair

Dr Fabray welcomed Mr Matt Gribble to the meeting. Mr Gribble had helped in the preparation of the media produced to date and had offered to continue to do so.

3. Previous Minutes

To consider approval of draft minutes of meeting held 18/1/17

It was agreed that the minutes of the meeting held on 18 January 2017 were an accurate record of the meeting.

4. To design and organise the drop-in workshops to be held at Catshill Village hall and the semi-permanent stands to be located throughout the village e.g. in the library

Dr Fabray, with the assistance of a flip chart diagram, explained a possible arrangement of furniture and displays at the village hall for the drop-in workshop events. The content and route comprised: reception table → Neighbourhood Plan progress → housing → environment → infrastructure → refreshments → central seating (for discussion with group members and filling out of questionnaires) and questionnaire hand-in table. It was suggested that the explanatory Powerpoint presentation, previously viewed by the Group, should be used. This could be displayed on the drop down screen. Each “stall” would need to be staffed by a member of the relevant working group at all times.

Each working group needs to identify the content of their display in order for Mr Gribble to prepare the material. It was noted that this needs to be simple and with most information displayed graphically rather than in text. It was suggested that Cllr Shepherd, as chair of the Environment and Highways Committee, could help with the design brief for the environment display. Cllr Knight has already approached him about this.

There will be a need to obtain information/data from Bromsgrove District Council and it was suggested that requests for same should be collated by the Assistant Clerk to avoid numerous requests being submitted

separately. It was pointed out that there was an outstanding need for some of the A0 maps from Bromsgrove District Council. Mr Crysell asked if a postcode map of the parish could be obtained. Publicity for the events would be by: leaflet drops; banner in Village hall; parish newsletter and local press. The above arrangements **were agreed**.

It was agreed that a trial run of some of the material would take place at the Parish Council's annual meeting on 20th April.

5. To receive update on Phase 1 consultation Questionnaires

To include discussion on how to progress questionnaire completions to achieve target of 350 completions and how to achieve involvement of local businesses.

Dr Fabray reported that there were 16 completions to date. Initial analysis showed that the two main issues were traffic and wildlife with jobs last (although this may be a reflection of the average age of the respondents).

Vital for the achievement of a high number of questionnaire returns was personal contact. Dr Fabray showed the folder he uses when engaging people. This contained A4 size copies of much of the media already produced by the group and other useful material.

It was suggested that the use of social media may be useful in engaging young people. **It was agreed** that Mr Gribble would investigate this further.

It was suggested that the front page of the A5 size leaflet could be used as an image on a banner to promote the Neighbourhood Plan process. Possible locations identified for siting display banners included: library; Social Club; Doctor's Surgery and chemist. The possibility of a visiting the schools was discussed. It was thought that a meeting involving parents first may be more appropriate.

In updating the group on the plan preparation process Dr Fabray explained that the questionnaires, together with any additional evidence found necessary (may require new surveys) would identify issues which in turn leads to the creation of plan objectives and policies to address these. Then the Phase 2 (programmed to commence January 2018) questionnaire is launched the results of which inform the content of the draft report which is then the subject of a Phase 3 consultation leading to the final report. The current target date for the referendum is May/June 2019.

Dr Fabray explained that a draft questionnaire for businesses had been prepared and that he would circulate this for comment.

It was agreed that all members of the group would take at least 10 copies of the questionnaire each and solicit completion.

All completed questionnaires to be sent to parish Office for collection by Dr Fabray.

6. To consider and agree Terms of Reference for Working Groups

Draft documents circulated to members.

These were agreed without comment or change.

7. To discuss member' views in relation the Bromsgrove Local Plan 2011 - 2030

This was adopted by Bromsgrove District Council on 25th January 2017.

To include agreement of the use of maps from the Area Assessment Study to highlight suggested areas of development within the Parish at the consultation events.

It was pointed out that Policy BDP9, (of the Local Plan) would generate infill development and could also lead to peripheral development around the village. It was noted that there would probably be a big need for additional housing post 2023, possibly in the range of 500 to 1,000 houses.

It was agreed that the development sites map from the Area Assessment Study be used at the consultation events.

8. To agree dates for the Phase 1 Consultation Events

The following timetable **was agreed**:

Annual Parish Meeting 20 April 2017 – piloting of some of the display material (probably Neighbourhood Plan progress) and 10 minute presentation by Dr Fabray.
Pilot of full display no later than second week of May
First event late May
Second event June

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

It was agreed that the next meeting of the Neighbourhood Plan Steering Group be held on 22nd March 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