

**NEIGHBOURHOOD PLAN
STEERING GROUP
MINUTES OF MEETING HELD
7pm Wednesday 16 January 2019**

Present Dr Chris Fabray (Chair), Mr P Crysell, Mr P Fisher, Cllr B McEldowney, Cllr M Knight, Ms V Harman, Mr P Sharp, Cllr N Ward

In attendance Mr M Fox (Turley). Assistant Clerk: J Quinn

1. Chairman's Welcome
Dr Fabray welcomed everyone to the meeting.
2. Apologies for absence
Cllr O Sweeting
3. Declarations of Interest (Members' Code of Conduct)
None
4. To consider members' written requests for dispensation, if requested
None requested
5. Adjournment of meeting for Public Question Time
There were no comments from the member of the public present.
6. Previous Minutes
To consider approval of draft minutes of meeting held on 7th November 2018.
It was agreed that the minutes of the meeting held on 7th November 2018 were an accurate record.
7. Call for Sites
Mr P Sharp summarised work carried out so far. He reported that a total of 18 Call for Sites forms had been submitted.
It was agreed that, given the amount of work that had been put into this exercise, it could be considered that best endeavours had been used to identify and contact the owners of all the relevant sites.
It was agreed that agenda items 9, 10 and 11 be considered at this point.
9. Arrangements for six week public consultation
Dr Fabray explained the purpose and importance of the Pre-Submission Consultation form and the need for a well prepared programme of consultation activities.
It was agreed that the circulated 6 Week Consultation document forms the basis of activity with Cllrs McEldowney and Ward taking the lead on the organisation of the workshop.
It was agreed: i) that the consultation workshop be held around April/May 2019 at a date that would enable publicity in the Parish Magazine; **ii)** that there would be an audit of material, (e.g. banners, display stands, etc.) used at the previous workshop to see what could be reused; **iii)** that the floor layout used for the first workshop forms the basis of this workshop - Cllrs McEldowney and Ward to review.
It was noted that the workshop would be open to all.

10. Neighbourhood Plan Terms of Reference

The Assistant Clerk explained the key changes to the Steering Group’s Terms of Reference.

It was agreed that the revised terms of Reference be adopted subject to ratification by the Full Parish Council. It was noted the Neighbourhood Plan Steering Group was not a Standing Committee of the Parish Council.

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

It was agreed that the next Steering Group would be on Wednesday 13th February 2019 at 19:00 hrs in Catshill Village Hall Committee Room.

The Assistant Clerk asked the meeting if, given the commercially confidential nature of issues that may be discussed under agenda item 8 (Neighbourhood Plan Report), whether the meeting wished to consider that item confidentially.

It was agreed to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted.

8. Neighbourhood Plan Report

Dr Fabray introduced this item by thanking Mr P Crysell for his extensive work in preparing the draft Neighbourhood Plan Report.

Dr Fabray asked members to maintain the confidential nature of this document until an agreed draft is in place and has been made public.

Section 1 and Section 2 (5) were discussed and changes agreed.

It was agreed that, due to some members not receiving advance copies of the report, further consideration be deferred until the next meeting.

It was agreed that at the 6 week consultation workshop the sites that had been submitted through the Call for Sites exercise be identified.

It was noted that it was important to stress in the final document that no development was not an option.

Mr P Fisher left the meeting at 20:30

It was agreed that the proposed sites for the community centre and public open space be reviewed.

The meeting ended at 20.50hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date