

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

In attendance Assistant Clerk: J Quinn

1. Chairman's Welcome
Dr Fabray welcomed all and explained the importance of the meeting in particular the need to agree the Phase 2 consultation questionnaire.
The resignation of Mrs M Andrews was noted.
2. Apologies for absence
An apology had been received from Cllr N Ward.
3. Declarations of Interest (Members' Code of Conduct)
The Assistant Clerk reiterated the importance of declaring any interests that may be related to an agenda item.
4. a) To consider members' written requests for dispensation, if requested
None were requested.
b) To reaffirm existing non-councillor dispensations
The Assistant Clerk explained that in view of the fact that the Neighbourhood Plan preparation process was now entering a stage whereby land for development would be identified and consequently there was a greater potential for a conflict of interests it was essential that all dispensation requests were up to date and valid.
It was agreed that the following existing dispensations be reaffirmed:
Dr C Fabray; Mr P Sharp; Ms V Harman; Mr P Crysell and Mr P Fisher.
It was noted that, in view of a possible conflict of interest, Ms S Reid would be resigning from the Steering Group.
It was noted that members of the Steering Group who were also Parish Councillors were covered by their dispensations as councillors.
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 on 31st January 2018.
It was agreed that the minutes of the meeting held on 31st January 2018 were an accurate record.

7. Consultation with landowners

Dr Fabray explained that potential sites for development had now been identified and that these would be shown in the Phase 2 consultation questionnaire. It was a requirement of the neighbourhood plan preparation regulations that consultation took place with landowners in respect of such sites.

It was agreed that the consultation would not take place at this stage and that an explanation of the plan preparation process, including consultation with land owners, will be included in the covering letter from the Chairman of the Parish Council that will accompany the issue of the Phase 2 consultation questionnaire.

8. To review Project Plan

Dr Fabray thanked all members of the three working groups, and in particular their lead members, for their hard work on building on the identified issues and developing proposed objectives, policies and community projects. He also thanked the Assistant Clerk for assistance in preparing and submitting the second Neighbourhood Plan Grant application.

Dr Fabray advised that the original Project Plan had slipped by 2-3 months and therefore proposed a revised Plan. Key points:

- Second grant application to be submitted week-ending 6th April, decision expected by week-beginning 23rd April
- Bromsgrove District Council's Post Room staff to proceed to print and distribute Phase 2 questionnaire end of April
- Questionnaire responses expected to commence mid-May onwards with manual inputting starting immediately

It was agreed that Mr P Crysell would moderate all text box comments before manual inputting. It was noted that there was a need for members of the Steering Group to volunteer to help with inputting.

It was noted that the response target would be 10%.

- Analysis of responses and preparation of draft report– July/August
- Meeting of Steering Group to consider first draft of report – September

It was agreed that the evidence base and other supporting technical information be contained as separate appendices and not form part of the main body of the report.

It was agreed that Mr Crysell would discuss with Mike Dunphy of Bromsgrove District Council the necessity of including a Strategic Environmental Assessment

It was agreed that Mr Crysell would investigate the necessity of having an Environmental Impact Assessment.

- Draft report public workshop to be prepared in September with a view to being held in October or November.

9. To agree Phase 2 consultation questionnaire

Draft previously circulated.

Dr Fabray introduced and explained the document emphasising the importance in agreeing a final version in order not to delay the revised Project Plan. Dr Fabray also drew attention to the results of the Phase 1 consultation of both residents and businesses reminding the group that the content of the Phase 2 questionnaire built on these previously identified issues.

The draft questionnaire was discussed in detail.

It was agreed subject to a number of amendments. These are incorporated in the final draft version to be circulated with the minutes.

It was agreed that the cash prize raffle draw be £100. Cllr Sweeting to investigate possibility of the Catshill Village Hall Trust sponsoring the prize.

It was noted that if the proposed Infrastructure Community Project IC1, (*To develop a community centre and sports field to address the future needs for all ages in the village*), was supported in the Phase 2 consultation it would be necessary to review this to determine how best to include it in the Neighbourhood Plan report.

10. Mail distribution of Phase 2 Questionnaire

It was noted that this would proceed as soon as the second grant application had been approved.

11. Progress of Working Groups

There were no reports.

12. 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 12th September 2018 at 19:00 hrs in Catshill Village Hall Committee Room.

The meeting ended at 21.13hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date