

NEIGHBOURHOOD PLAN

STEERING GROUP

MINUTES OF MEETING HELD

7.30pm, Wednesday 14th September

Present

Cllr J Bate, Dr Chris Fabray, Mr Paul Fisher, Cllr T Gillespie, Mr Simon Gudger, Ms Val Harman, Cllr M Knight, Cllr B McEldowney and Ms Serena Reid

In attendance

Clerk: R Powell

1. Apologies Mr Paul Crysell and a representative from the YMCA
2. Welcome and Introduction by Parish Council Lead, Cllr B McEldowney
Cllr B McEldowney welcomed all to the meeting and initiated an introduction session whereby all present informed others of their name and role/interest within the village. This in turn allowed all present to meet the four Parish Council representatives that had been elected to join the group.
There was a discussion during this item in relation to the name of the group and the implications that this may have in relation to whether the group is open to the public or closed.
It was agreed in principle that the meetings should be kept open to the public due to the nature of the Neighbourhood Plan.
3. Election of the Chair of the Group
It was agreed to appoint Dr Chris Fabray as the Chair of the Neighbourhood Plan Steering Group.
Dr Fabray therefore Chaired the meeting from this point and took this opportunity to give some background in relation to his qualifications and career and how this will assist him within the current role.
4. Election of Vice Chair of the Group
It was agreed to appoint Mr Paul Fisher as Vice Chair of the Steering Group.
5. Previous Minutes
It was agreed that the minutes of 21/07/16 were an accurate record of events from the previous meeting
6. To consider and agree the designated area for the Neighbourhood Plan
This is the area that the plan will cover and agreement will allow application to BDC for approval

The Clerk informed the group of the different ways that an area could be designated, either along the Parish border or to include unparished areas which would be a longer process.
The group discussed the situation including the fact that no further area could be added to the designated area after application.
It was agreed that the group would use the Parish Boundary as the designated area for the Neighbourhood Plan.
During this Agenda Item Cllr B McEldowney took the opportunity, for the benefit of new Members to the group, to highlight what the Neighbourhood Plan is aiming to achieve including the fact that it will be used by Planning Officers at Bromsgrove District Council when considering applications and will feed into the Local Plan.
It was emphasised by the Clerk that this was a community document and not just a Planning document and will go out to consult first.
It was discussed that the Plan needs to be evidence based and include what the people in the community think. The Plan will need to have regard for national policies and advice and will go through a referendum at the end of the process.
It was suggested it would be useful to obtain maps of the area, including one of where the green belt is, to use on boards to show people.
7. To discuss and agree the objectives of the group and plan

Members engaged in discussion regarding this Agenda Item. It was suggested that if the Plan was to be a community document then it is the community who will inform the group of their objectives in relation to the Neighbourhood Plan Document. The Terms of Reference should cover the objectives for the actual group.

It was suggested that a working group should be created in order to draft a project plan/timeline and bring this to the next meeting.

8. To discuss and agree next steps in the process to include ideas for Public Consultation

It was noted that Dr Fabray had been networking within the village and that the M&C Friendship group had been approached about having someone from the Neighbourhood Plan Steering Group provide a talk at a meeting, whilst the library was happy to have an exhibition stand within their building displaying items and promoting the Neighbourhood Plan. It was suggested that a stand within the Co-op would also be beneficial. Members discussed the need to compile literature, create a simple presentation and a simple form for collation of information during the initial consultation. There was an idea to involve the schools in the Plan and gain the voice and views of the children/future generation and also a discussion regarding funding and how and where this could be accessed.

Dr Fabray informed Members of information he had found relating to what shouldn't be done in consultation which included the need to eliminate jargon and to ensure a simple, visual approach accessible to all.

Members went on to discuss sustainability in development and the need for clarity in relation to the possibility of community projects being a part of the plan.

It was agreed that further clarification was needed on the latter point and that Mr Mike Dunphy (Bromsgrove District Council, Strategic Planning Manager for Planning and Regeneration) could be invited to an upcoming meeting to aid with understanding.

9. To form working groups to progress the agreed next steps and objectives.

Members discussed the need for initial consultation prior to creating working groups. These could then be allocated to areas that are identified such as transport, business and housing.

Members discussed the need for Parishioners to be informed about the Plan and how best to convey the message. Suggestions included boards, newsletter, newspaper, attending local groups with a presentation and gaining an evidence base through canvassing on a one to one basis to attract people to look at stands and complete short questionnaires.

It was agreed to create a working group to organise this initial consultation, including the creation of posters, a presentation and a canvassing form

It was agreed that Cllr McEldowney, Cllr Bate, Dr Fabray and Mr Fisher should form this group, with Mr Fisher taking the lead.

It was suggested that the group will need to research and discuss how much funding will be needed to underpin the initial consultation and that the Parish Council could be approached to assist with this.

10. To consider venues for both working groups and next meeting of the Neighbourhood Plan Steering Group

Suggestions included the Working Man's Club, the Methodist Church and the Committee Room at Catshill Village Hall.

It was agreed that Wednesdays should be the general meeting day of the Steering Group and Working Groups.

It was agreed that Cllr J Bate would make enquiries regarding the Committee Room availability at the Village Hall.

11. AOB

It was agreed that the Terms of Reference that had been created for the group would be circulated to all Members for contribution prior to their ratification at the upcoming Full Parish Council Meeting

It was agreed that Cllr Knight would action obtaining photographs of listed and historic buildings in the Parish following the submission of a list of these by Dr Fabray.

Members were informed of the new website that had been created for the Neighbourhood Plan which could be accessed at www.catshillandnorthmarlbrookplan.org.uk and was being managed and built by Dr Fabray.

12. To agree time, date and venue of the next Neighbourhood Plan Steering Group
Suggested dates of 5th October for the Working Group and 19th October for the Steering Group would be confirmed following Cllr Bate contacting Catshill Village Hall regarding the availability of the Committee Room.

This meeting ended at 21.02hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date

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