

**Minutes of a Community Group Meeting
on
Neighbourhood Planning
held on
Wednesday 29 August 2012**



Present: Cllrs D Thomas, W Mack, L Stockford, R Pugh, M Page, B Green, S Williams, Mrs D Dolley, Dr J Spalding, Mr D Perry, Mrs R Pardoe, Mr A Page, Mrs S Beardshaw, Mr M Kendrick, Miss M Dunn, Mrs Y Scriven

Apologies: Mr H Richards, Mr D Yardley, Mrs H England, Mrs J Fox, Mr K Bartlett, Mr G Whateley, Mrs S Cadman, Mr H Grove

1. Cllr Dave Thomas had been appointed Chairman of the Steering Group by the Parish Council and he gave a presentation which included a refresher on what was involved in a Neighbourhood Plan, what the plan should cover and organisation of the Steering and Workings Groups. A full copy of the presentation is available on the Parish Council website at <http://www.chaddesleyparishcouncil.org.uk/nhp.html>

2. Parish Council

The Parish Council would be responsible for:

- Approving Steering Group plans and review monthly updates on progress
- Issuing guidance/feedback to the Steering Committee
- Signing off key communication materials and final Plan versions for scrutiny/referendum Support Steering Group members in key communication/consultation forums
- Approval of programme expenditure and monitor budget

3. Steering Group

The Steering Group would:

- Define the draft vision and objectives for the NP
- Define the scope of work needed to develop the NP
- Develop project plan and communication plans
- Support the Working groups in enlisting volunteer resources
- Manage resources and budget to deliver the NP
- Support the working groups to develop the detail of the NP
- Resolve conflicting views across working group areas of interest
- Report progress and outputs to the Parish Council
- Maintain communication and collaboration with WFDC Planning
- Identify external resources, if required, to advise

4. Working Groups

Working Groups would:

- Organise and deliver work in specified areas to contribute to delivery of the NP, eg:
 - help identify what the main issues are
 - consider possible approaches to deal with these issues
 - consult with local residents and businesses and other stakeholders for their views
 - prepare draft content for the sections of the plan.

- contribute content for communication and consultation documents and events
- Report on progress to the Steering Committee

5. It was agreed that the following would be members of the Steering Group and would be responsible for specific aspects of the project:

Chairman	Dave Thomas
Project Manager	Yvonne Scriven
Communications	Yvonne Scriven
Evidence Base	Diane Dolley
Planning Advisor	Hugh Richards
Planning Committee	Leo Stockford
Wyre Forest DC	Maria Dunn

6. Working groups would be arranged as follows:

Highways, Parking and Transport	Dave Thomas (Chair) Janet Fox, Helen England, Bob Green, Ben Matthews
Business, Agriculture and Commerce	Mark Page (Chair) Ken Bartlett Graham Whateley Roni Pardoe Mark Meredith - to be confirmed Debbie Newbold – to be confirmed
Community & Leisure	Diane Dolley (Chair) Dave Yardley or David Perry Harry Grove Paul Chiverton – to be confirmed Colin Emeny – to be confirmed Shirley Cadman
History, Architecture & Conservation	Leo Stockford (Chair) Sylvia Beardshaw
Housing and Environment	Richard Pugh (Chair) Steve Williams Dr John Spalding Martin Kenrick Someone from Harvington ?

7. It was agreed that all groups would arrange their own meetings and advise the Project Manager of dates, etc, as members of the Steering Group may wish to attend some of the meetings to give help and advice. Projects may overlap more than one group and it may in the future be necessary to merge some of the groups.

8. Maria Dunn from Wyre Forest District Council would provide information from the Local Development Framework which would provide background information and statistical data.

9. It was agreed that the Parish Council would have a stand at the forthcoming Parish Fete on 29 September giving an opportunity to reach members of the community who may still be unaware of the project and to seek suggestions for inclusion in the plan. Maria Dunn would provide a stand and maps of the Parish.
10. The meeting then split into working groups and made arrangements for their first group meeting. Notes illustrating the types of topics that each Working Group might consider were handed out, to help get discussions underway. Each working group could recruit whatever volunteer help they needed in order to complete tasks. New members should be notified to the project manager..
11. The project manager is responsible for co-ordinating information from the working groups and providing resources as required, arranging Steering Group meetings, monitoring expenditure and timetable, and preparing reports to the Parish Council.
12. It was agreed that the Steering and Working Groups would meet again on Thursday 4 October 2012 and Working Groups would provide an estimated timescale for completion of their work.
13. It was agreed that the Steering Group would meet as soon as possible to formulate Vision, Objectives, timetable and scope of works for the project.
14. All Working Groups should keep records of:
 - Meetings, as a group, or individual discussions with members of the community
 - All proposals/projects considered, whether accepted or rejected, with reasons why decisions were made
 - Sources of information, with dates

If it is felt necessary to obtain further information in the form a survey, this should be proposed to the project manager so that a co-ordinated approach could be made.

YLS
31 August 2012.