

**Minutes of a meeting
of the
Neighbourhood Planning
Steering Group
held on
Monday 24 September 2012**



Attending: Maria Dunn (WFDC), D Thomas, D Dolley, Y Scriven
Apologies: C Seymour-Smith, H Richards, L Stockford,

1. Communications and Stakeholders ACTION
- 1.1 It was agreed that as well as Parishioners, we would be required to consult with statutory bodies and adjacent Parish Councils. As the details of the Plan's proposals emerge, other affected bodies or organisations may need to be communicated with or consulted, so our communication and consultation strategy will need to be kept under review.
- MD will provide a list of regulatory authorities. MD
- 1.2 A plan was required to include all methods of communication including
- Notice boards
 - Door to door
 - Local pubs and shops
 - Questionnaires
 - Exhibitions
 - Library and Hub
 - Parish Magazine
- MD agreed that she would act as the point of contact for all our Communications with WFDC. MD
- YS to prepare a draft Communications Plan YS
3. Ethics
- Some concern was expressed that members of Working Groups may have a vested or financial interest in a part of the project or a site. It was agreed that this was likely to occur, but as long as everyone on the Working Group was aware of the interest, an informed decision could be made.
4. Template for draft Neighbourhood Plan
- It was agreed that it would be useful at an early stage to develop an outline template for the draft Plan, to agree the scope of the contents and guide the production of the Plan.
- DT agreed to prepare a draft. DT

5. Vision Statement
It was agreed that DT, YS and DD would each prepare a draft of what they think should be in the Vision Statement and DT would co-ordinate and prepare a draft for the meeting on 4 October 2012.

Prepare draft Vision Statement DT/DD/YS

6. Sources of Data
A request had been made to Worcestershire County Council records office and a Parish profile was awaited. This would be passed to DD who would set up a file of all available data which could be accessed by all Working Groups. An index of the data available would be circulated to all Working Groups and presented to them at the meeting on 4 October 2012.

Set up Data File DD

7. Parish Fete
Maps had been prepared by MD, with a copy for each Working Group. Exhibition boards provided by WFDC on loan. Suggestion box and cards for members of public to use should be provided. NP Newsletters etc to be handed out.

Set up exhibition. YLS

8. Workplan and timescales
For discussion after meeting on 4 October

9. Date of next meeting
Tuesday 16 October 2012 at 7.30 p.m. Village Hall – Conference Room. (please confirm) ALL