

Minutes No.2

Steering Group Meeting Thursday 12 January 2012, 10 am(The Lounge).

Present: Adrian Smith (chair), Mary Green (notes), Linda Allen, Rick Chima, John Cypher, Andy Humphries, Tom Thurrell
Apologies: Tony Wallis

1. The minutes of the last meeting (8 December 2011) were agreed, with an amendment to the date of this meeting. All the actions noted had been carried out.
There was a suggestion that Yvonne or Wendy may like to be involved in future steering group meetings. **John agreed to follow this up**, but it was felt that it was not immediately necessary. When the full consultative process is taking place, their involvement could be very useful.

2. The draft Terms of Reference for the plan was agreed, with minor amendments:
A typographical error in section 2 was amended to "It is intended **to** provide"
The data protection section at the end should include a reference to the current Act
Adrian to update the TOR

3. The guidelines for the steering group in the Organisational Structure document were agreed, with a minor amendment to remove the word "evening" from reference to meetings.
Adrian to amend

4. It was agreed that **Mary should agree the minutes and other documents with Adrian** by email: any amendments suggested by other members could happen at the next meeting.

5. The general framework of the Organisational Structure document was agreed. The next stage is to start work on the topic groups. Two members of the steering group were assigned to each one to agree initial content and take the lead in setting up consultation:

- Environment: Mary Green and Linda Allen
- Community: John Cypher and Adrian Smith
- Economy: Rick Chima and Tom Thurrell
- Transport & Infrastructure: Andy Humphries and Adrian Smith

Linda offered to assist with Economy where needed, and Mary to assist with green issues. Each group could determine its own structure and size and method of consultation. However, it is expected that a community chair be selected as soon as possible after the group convenes.

Each pair to agree content of their topic and plan the way forward

It was thought Tony would want to lead on web management.

6. Dates and times for moving forward depend on BDC endorsing the process and being involved. It was decided to leave firm dates for meetings until after the BDC training event on 17 January. **Mary, Tom and Adrian to ask at event**

7. An amended press release should go to The Village including the slightly simplified structure chart and a statement that parish-wide meetings to progress the topic groups would be coming shortly.

Adrian to contact The Village this week to meet deadline for February issue

8. When meetings are held, the first one should be repeated in Alvechurch, Hopwood and Rowney Green/ Bordesley to cover the wards.

9. The logo was approved (see above.) The temporary website should be www.alvechurchneighbourhoodplan.co.uk Tony will be asked to upload any items from the steering group. **Adrian to check any costs arising.** When the new APC website is up and running, it should provide basic information on its neighbourhood plan pages with a link to the plan website.

10 Other means of consultation will include meetings, The Village, and questionnaires. It was thought important to use existing groups (for example parent groups, schools, community groups) for consultation.

The importance of keeping full records of all consultation was stressed.

11. Adrian presented a model questionnaire for all parishioners (**Adrian to circulate to group**) and it was agreed that a similar questionnaire might be a good tool in our consultation

12. To make progress, after next week's training event we should write to BDC asking for confirmation that we are the approved body to undertake the plan, inviting their participation, and asking for a response by the next meeting. **Adrian to progress after 17 January**

13. BDC were unable to support our proposal to bid for front runner funding. APC has agreed a small sum for this year and another is included in next year's budget. **Tom agreed to investigate other possible grant funding such as CPRE and Prince's Trust.**

14. It was agreed that future meetings of the steering group should if practical rotate between the wards.

15 Next meeting: **Thursday 16 February 2012, 10.00 am, Hopwood Community Hall**

Meeting closed at 11.50am.

Details or information about the Neighbourhood Plan can be obtained from

Alvechurch Parish Office

Contact us at:

16 The Square

Alvechurch

B48 7LA

Telephone: 0121 447 8016

E mail: Clerk@alvechurch.gov.uk