

No 3

Minutes of Steering Group meeting 16 February 2012

Present: A Smith (chair), J Cypher, L Allen, M Green (notes), R Chima, T Thurrell

Apologies: A Humphries, T Wallis

1. Agree suggested next steps

Funding: Tom had approached Princes' Trust, NALC & CALC, Community First, CPRE, Locality, RTPI. However, the contact at RTPI had been helpful, offering to copy our email to others. The answer is that front runner funding has now finished and no-one knows how funding will be deployed until the regulations appear in April. It appears NALC may have some funding but this is not accessible. Some Districts have set aside small amounts to help start the process.

Contact with BDC: Mike Dunphy has replied to Adrian. He cannot be involved until after the process is published in April and advises caution until then. It appears Alvechurch is ahead of other BDC parishes in this activity. However, he or one of his officers will get involved with us after April, and meanwhile will read our TOR and minutes. In our discussion after the training event in January, Mike agreed that we might be able to use BDC's sustainability assessment to support our plans, when they have completed it for the Local Plan.

Community involvement: Despite having to wait till April for formal support, the group agreed that we should set up a parish consultation process as this takes some time

BDC training: This clarified the timescale and the nature of plans expected, and encourages us to focus very clearly on positive aspects of land use.

2. Agree next stage of public consultation

On John's suggestion, the group decided to set up a series of meetings in May (continuing into June if necessary) to start the process. These will be both ward meetings (Hopwood, Rowney, Bordesley, Alvechurch) and demographic groups reached through local organisations (WI, school, elderly people, businesses, parents of young children etc) Representatives of these will be invited to the next Steering Group meeting (March) in the hope they will then help set up meetings for their "constituents" In May.

The May meetings will be interactive and their purpose will be to gain ideas from local people, and engage some of them in the topic groups for the future. It is the first step towards getting the whole parish involved. Setting this up will be the main priority for the Steering Group in the next three months.

Setting up for March will include:

Mary to compose a letter to groups, customised for bodies like the school, introducing the process and inviting them to attend in March.

Adrian and John to compile an introductory sheet on the planning process based on documents we already have.

Letter and background sheet to go to Linda by Monday 20 Feb

Linda to compile email list (others to send her addresses) and send out the letter and the background sheet **by the middle of next week.**

Everyone to talk informally to their contacts to encourage attendance.

Setting up for May will include:

Adrian to get a basic large scale map of the Parish where we can show land use, current and possible (e.g. SHLAA.)

John to work with Yvonne on a basic kit – flip charts etc)

Mary to produce a scheme for sessions, adaptable to different groups. This will consist of a ten-minute presentation and a series of activities to get people to express their views and questions.

Possible outcomes from the May meetings include:

People refining the content of the topic groups

People joining topic groups

Groups set up to work on specific tasks, for example updating the Design Statement

The questionnaire will be put on hold until after the public consultations, when we will have a clearer idea of what questions need asking. It may need to be different for different parts of the parish.

3. Structure of topic groups

The lead pairs agreed last month **will work on their topic ready for the May meeting.**

Work should not be prescriptive but involve open ended questions to engage people. Mary and Linda circulated a first shot at this for the Environment topic. For May, this will need to be simplified and focused.

4. Branding and marketing

Adrian to ask Tony for access to website, in order to put documents so far on it, and to consider using social networking in the future. There will be a future need for questionnaires, which may not be supportable on this site, and we should seek to use free questionnaire sites provided through WCC or BDC.

5. Next steps

These were agreed as above.

6. Date of next meeting

Thursday 15 March, 10.00 at Hopwood Community Centre

The steering group will meet from 10, with **invitees coming for 10.30 -11.30**, and the steering group continuing afterwards to confirm the process and handle any other business