

Alvechurch Parish Neighbourhood Plan

Steering Group Meeting Thursday 8 Dec 8 2011, 2 pm.

Minutes NO.1

Present: Adrian Smith (Chair) Mary Green (Notes) John Cypher, Andy Humphries, Tom Thurrell
Apologies: Tony Wallis

Steering Group Structure

It was agreed that APC should form a steering group of at least four people, three being required for a quorum and later to involve community members and others with an interest.

Initial roles were identified as follows:

Chair --	Adrian Smith
Vice-chair and secretary--	Mary Green
Treasurer--	Tom Thurrell
Consultants--	John Cypher, Andy Humphries.

2. Minutes will be sent to the Clerk for transmission to the rest of APC. They will be sent to the new APC website, on a consultation page, when it becomes available.

3. Meetings (initially) will be monthly, on the third Thursday of the month, at 10.00am, starting on 19th January in The Lounge.

4. Model terms of reference documents were circulated by Adrian.

Action: Mary to collate them into one draft document and circulate this for other members' comments.

5. The draft workshop groups and topics were circulated. It was agreed that the headings and detail were broadly suitable, but that explicit reference to young people's provision and energy conservation should be added. The existing Alvechurch Design Statement and the existing Alvechurch Parish Plan should be considered as aids in the makeup of the process. The topic groups will be convened initially by APC members (Topic Group Co-ordinators) but need not have councillors as part of the topic groups and the groups may have their own content and committee structure, for example Chair and Secretary. They will be open to any volunteer with significant Parish interest. The role identified in the structure as "Topic group co-ordinator"[two] is primarily to establish a communication and liaison network between all sections of the Structure chart, ideally APC members so as to maintain communication not only with the process as a whole but also with the main Parish Council and its other councillors.

The WCC lead on Community Engagement would be useful in the shared "Resources".

It is important that the framework revolves around "use of land" as this is the main aim of neighbourhood planning. The other topics should all inform decisions on the use of land.

Action: Members to read through and make any further suggestions to Adrian. Adrian to update.

6. The initial survey from the 23 November meeting was briefly reviewed, and the key issues highlighted. There was strong agreement over 3 main points "most valued" – access to countryside, community services and appearance & feel. Those for improvement were more varied but included transport & traffic, youth facilities, shops, leisure & business opportunities. One member of the public had volunteered to be involved.

Action: Andy to collate the results and circulate to members, and to contact the volunteer.

7. Public meetings will be arranged, some of which will be within the individual wards (perhaps breaking Alvechurch down into smaller units) and some within other demographic groups, for example young people, business people, parents.

8. Adrian presented some possible logos. The group preferred the third option as it is simple and symbolises the key elements of the plan. The logo would be used on letterheads, flyers and posters. The

steering group will communicate with the community by a variety of methods to ensure all are reached: fliers, website, social media, via existing organisations and institutions, press (The Village)

Action: Adrian to circulate it as a Word document: members to suggest any alterations in font/typeface Mary to produce a summary of the public meeting and this meeting for The Village and send to Adrian.

9. A small sum should be allocated in next year's budget for necessary expenses

Action: John to progress this via APC.

The Neighbourhood Plan Process

10. There was discussion of which person at Bromsgrove District Council would be most appropriate to engage with and invite to the steering group. BDC councillors will be asked to suggest who, if present at the next Alvechurch Parish Council meeting. If not, the most appropriate person will be contacted and asked to come or send a representative to the February meeting.

11. Consultation with local groups will be carried out on a facilitated workshop basis to allow all individuals to have a say, resulting in a fully inclusive community engaged plan.

12. The aim is to produce a plan by the end of 2012 or the early part of 2013. The time frame should have some correlation with BDC's strategic timeframe, while avoiding planning too far ahead when the context may change within a few years. It was agreed that we start with a vision of ten years, and produce a detailed plan for five years, reviewed every two years.

13. Individuals may be asked to become "critical friends" of the process and the plan. This might be someone from a front-runner parish, or from BDC or WCC.

Suggested next steps

14. At the next meeting:

- Decide how to engage with BDC
- Confirm the steering group structure
- Produce a final version of the "Content options" document after members' comments
- Set out a timetable for group public meetings, and decide the groups and type of meetings and who to convene the groups.
- Agree draft Terms of Reference and communicate to BDC. If APC website is available, agree to upload them.
- Consider further how to market, manage websites and conduct research, on minimal resources.
- Look into grant funding
- Decide about inviting stakeholders to the February meeting

Date of next meeting: Thursday 19 January, 10.00 in The Lounge

The meeting closed at 4pm.