

Minutes No.58: Alvechurch Parish Neighbourhood Plan Steering Group Meeting



Date: Wednesday 24 May 2017

Venue: Hopwood Community Hall 10:00 am

Present: John Cypher, Peter Freeman, Alan Helmore, Andy Humphries, Adrian Smith (Chair), Dorothy Snaddon, Marc Worrall.

Apologies: Mark Dunphy (BDC)

1. Welcome

Alan Helmore agreed to take notes of the meeting

2. Minutes from last meeting, Wednesday 26 April 2017:

John Cypher who was not at the previous meeting queried whether the 26 April meeting discussed the Government White Paper "*Fixing Our Broken Housing Market*". Housing numbers were discussed briefly at the previous meeting however it was agreed by those present to defer a detailed discussion.

The minutes were amended to take account the omission, agreed and signed by the chairman.

3. Matters Arising

A letter response has been received from Gavin Barwell, *Minister of State for Housing and Planning*, which was shown to the committee members. He commented on the White paper which includes consulting on a new standard methodology for calculating objectively assessed need. He then goes on to handwritten addition at the bottom of the letter stating-

"If necessary this methodology will be able to produce housing need figure for individual neighbourhoods if the relevant plan doesn't provide one"

4. District Level Issues

Discussion of District Level Issues was left until the end of the meeting.

5. Picnic In The Park Presentation

This year's picnic is to be held on Sunday 28 May.

Adrian Smith showed the panels that are to be put in place on the APC NP stand this year.

T shirts for all APC and NP Steering Group members to wear at the event were distributed.

Two banners are being printed today.

Thanks were expressed to Adrian for organising the stand and the printing.

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Copies of the proposed questionnaire dealing with the centre of Alvechurch Village were distributed and discussed. Only two small changes were required in that the numbering system of the questions was incorrect and the date at the top should be removed so that the form can be used at other times. Adrian agreed to organise the printing of 200 copies for use at the event.

Martin Ball and Alan Helmore have agreed to meet Adrian at the Red Lion car park at 08:00 on Sunday to carry the stand equipment to the Wiggin and set up the gazebo and tables. Tables are to be borrowed from the Council Office.

Adrian agreed to obtain more clipboards if he does not have enough.

Marc Worrall has produced a rota for members who will be attending covering times for manning the stand and circulating the event and asking people the questions.

A board showing options for the new play equipment to be installed at the Wiggin is also to be shown to canvas peoples' ideas.

4. District Level Issues

Mike Dunphy (BDC) has stated he only wants to see the finished draft of the Neighbourhood plan and will then decide if he wants to see any of the accompanying documents.

It had been agreed at a previous meeting that copies of the draft Neighbourhood Plan and Evidence Base should be sent to BDC and WCC for comment.

A further lengthy discussion followed as to whether this decision should be changed.

It was finally agreed to send copies of the draft NP to Marta Dziudzi at WCC and Ruth Bamford at the BDC Planning Department.

Letters to accompany the documents had already been written by Andy Humphries, who agreed to amend the date and include a date for responses by 30 June 2017.

Adrian agreed to complete final amendments by 30 May for issue to BDC and WCC on that date with responses due by the end of June 2017.

6. Bordesley Hall

Adrian distributed various attempts at rewording Policy 25, Bordesley Hall Employment Area for discussion. John Cypher agreed to redraft the policy based on the agreed wording and send it to Adrian.

7. Sustainability Consultant

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Gerard Couper has been commissioned to prepare a Sustainability Report but it has not yet been presented to the Parish Council. A meeting has been agreed for Tuesday 6 June at Hopwood Community Hall. With Adrian collecting Gerard from Alvechurch Station for a meeting start time of 11:15. Mike Dunphy BDC has agreed to attend.

8. Proof Reading Arrangements

A meeting with the proposed proof reader Keith Gabriel has been held. Keith writes all the PR documents for Warwick University. Marc Worrall indicates that it was a very useful meeting and that Keith has a valuable contribution to make. Keith has retained a copy of the NP and has given a financial proposal for his proof reading work. Keith stated that it was a good document and that technically it is nearly there and that he will give a casting eye over the document. Keith also suggested that it would be worthwhile producing an executive summary of the document to be in the order of 2 to 5 pages and to be written in planer English for the layman to understand. The executive summary would also be accompanied by a separate document to sell the neighbourhood plan and have a similar form to last year's booklet.

Keith has provided a quote of £200 to cover the proof reading and will provide another quote for preparing the executive summary.

Typographic errors and grammar would not be checked by Keith.

9. NP Finances

The costs of the T shirts was £120, the banners £120 and the printing of the Tshirts was £100 making a total of £340.

10. AOB

There was no other business.

Actions:

All APC members of the Steering Group

Date of SA(Gerard Couper) meeting – Tuesday 6 June, 10:30 at Hopwood Community Centre.

Next SG meeting Wednesday 28th June

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