

Minutes No.59: Alvechurch Parish Neighbourhood Plan Steering Group Meeting



Date: Wednesday 28 June 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~~ Mike Dunphy (BDC)

1. Welcome

2. Minutes from last meeting, Wednesday 24 May 2017:

The minutes from the last meeting were agreed and signed by the chairman.

3. Matters Arising

There were no matters arising.

4. District Level Issues

Mike Dunphy has indicated to Adrian that he will respond with comments on the latest draft of the Neighbourhood Plan by Friday 30 June. There has been indication that Worcestershire County Council will respond on Friday too.

If responses are not received from BDC and WCC by Wednesday 5 July, Adrian will send a polite reminder.

5. Sustainability Consultant

A meeting was held with Gerard Couper on Tuesday 6 June at which he presented his draft Sustainability Report. Amendments to the report were proposed during the meeting and these will be incorporated by Gerard. Adrian will circulate a copy of the basic report.

Tracked changes and additions prepared by John have been forwarded to Gerard, also for inclusion in the final report.

Gerard has stated that he will make amendments and respond by early July.

6. Evidence Base Meeting

The Evidence Base was discussed and amended. The results from the consultations at the Picnic in The Park are to be incorporated into the Evidence Base.

John gave the original responses relevant to their specific topic groups to Andy, Adrian and Marc,

Quotable quotes are to be extracted from the various community responses and are to be added to the Neighbourhood Plan as appendices.

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All consultation documents obtained since the beginning of the development of the Neighbourhood Plan are currently stored in the Hopwood Community Centre Committee Room and some at Adrian's house. These need to be rationalised for long-term storage.

Tammy is to be asked to circulate Johns report on the Picnic in the Park responses to all Parish Councillors. John will circulate the report to all Steering Group members as well.

Andy is to contact the Canal and River Trust regarding the possibility of more moorings being made available within Alvechurch and also to determine the current situation regarding the disused bridge on the dead arm of the canal.

A response noted in the responses from Picnic in the Park was that there should be more play equipment in the village area.

All hyperlinks in the Neighbourhood Plan and Evidence Base are to be checked by the Topic Groups to determine whether they are correct.

BDC are to be asked by Adrian to supply a .dxf file of the OS map of Alvechurch Parish to allow the Steering Group to produce relevant maps and plans for the NP suite of documents.

7. Pre-Submission Consultation

It was agreed that the Neighbourhood Plan needs to be proof read before the Pre-Submission Consultation.

8. Proof Reading Arrangements

Keith Gabriel is still available to carry out a review of the Neighbourhood Plan. He has also given a price for preparing an Executive Summary, of £200.

There followed a discussion as to the need for a simple guide to the Neighbourhood Plan process and its purpose. No conclusion was reached.

It was suggested by Andy that the Steering Group needs to start thinking about the Pre-Submission Consultation, with regard to booking venues, purchasing banners and display boards, advertising and media statements.

It was generally agreed that the Alvechurch Village Hall should be the main venue (2 to 3 days) with other presentations at Hopwood Community Centre and Rowney Green Village Hall.

Andy proposed the following outline programme for discussion:

Comments from WCC and BDC by Mid July.

The Neighbourhood Plan, Evidence Base and other documents to be amended by the end of July.

Maps and diagrams to be prepared by the end of July.

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Proof reading to be undertaken by the end of August.

Pre-Submission Consultation to start on Monday 11 September.

6 week consultation period to end at the end of October.

Steering Group meeting mid-November to discuss any comments received from developers.

Final comments incorporated by end of November.

Final submission of the completed documents to BDC at the end of November.

Andy agreed to expand the outline programme above and circulate it to the Steering Group Members.

Dorothy agreed to discuss with her contact when a proof reading to deal with typographic errors, consistency of font and heading style etc could be undertaken./

Adrian requested that all Steering Group members look on line at examples of how other Neighbourhood Plan Pre-Submission Consultations have been carried out.

Marc agreed to contact Keith Gabriel with a view to arranging a meeting for Keith to be briefed on the Steering Group requirements.

9. NP Finances

Adrian is to ask Tammy to prepare a summary of the current NP finances.

10. AOB

There was no other business.

Actions:

All APC members of the Steering Group

Date of next SG meeting – Tuesday 26 July, 10:00 at Hopwood Community Centre. An informal meeting to discuss the time line prepared by Andy is to be held on Wednesday 12 July at Marc's house