

# Minutes No. 60: Alvechurch Parish Neighbourhood Plan Steering Group Meeting



**Date:** Wednesday 26 July 2017

**Venue:** Hopwood Community Hall 10:00 am

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**Present:** John Cypher, Mike Dunphy (BDC), Peter Freeman, Alan Helmore, Andy Humphries, Adrian Smith (Chair), Dorothy Snaddon, Cheryl Welsh, Marc Worrall.

1. **Apologies:** Kate van de Plank

2. **Welcome**

3. **Minutes from last meeting, Wednesday 28 June 2017:**

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

4. **BDC NP Draft Report**

Comments on the draft Neighbourhood Plan have been received from Worcestershire County Council and Bromsgrove District Council.

Mike Dunphy indicated that he had no further comments to make and invited questions and comments from the Steering Group.

A small group meeting was held and incorporated most of Mike's comments.

Adrian stated that he had sent an updated version by email to the Steering Group members last evening.

The boundaries of the Parish are to be defined on a map for inclusion in the NP.

Mike indicated that he thought the NP was light on policies for non-residential development, however the Bromsgrove and national guidelines could be relied upon.

Mike also thought that the document was too long but that it should be left as it is until after results of the Pre-Submission Consultation are known. He also stated that he does not want to review the document again before the Pre-Submission Consultation.

With respect to the production of maps for inclusion in the NP, a meeting is to be arranged with the BDC GIS person to discuss the Steering Group requirements based on an A4 copy of the Parish area. The Steering Group is to prepare outline requirements for discussion at that meeting. Mike agreed that BDC can provide a digital version (.dxf or .dwg format) of the Parish area.

The agreed timetable for the period up until Christmas is as follows:

- 3 days public consultation exhibition to be held in the Baptist Church in early October.

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- 6 week consultation period from 1<sup>st</sup> October until mid-November.
- Finalising by the Parish Council early December.
- Formal submission to BDC by Christmas.

Mike indicated that BDC will be a consulted during the above process.

## **5. Alvechurch Village Centre Proposals**

Cheryl indicated that a 3 year plan for the redevelopment of Alvechurch Village Centre is in progress. She indicated she wants to produce a Business Survey to incorporate business profiles, access arrangements and signage. A blank copy of the questionnaire was distributed to the Steering Group members. The results of the Business Survey will be published on-line and also as paper copies.

The baseline data will revisited year on year.

A Christmas event is to be held, based on the results of the survey and incorporating entertainment in the Square on Friday 1<sup>st</sup> December 2017.

Cheryl and Mike left the meeting at this stage due to other commitments.

## **6. Sustainability Report Appraisal**

Gerard Couper's comments made in his Sustainability Report have been incorporated into the NP by Adrian.

Gerard's Sustainability Report has been distributed to members of the Steering Group by e-mail.

## **7. Consultation Statement and Other Documents**

### **Consultation Statement**

Andy indicated that he had taken out line numbers, amended the contents page, added the consultation responses from this year's Picnic in the Park and other newer consultations and rewritten the introduction.

Alan indicated that he has made minor typographic changes to the Parish Design Statement, however there are inconsistencies through the document with respect to font type and size, line

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spacing etc which he has not changed. He queried whether we should have a standard for all formatting across all of the Neighbourhood Plan documents.

It was agreed that although this would be nice, it could involve a great deal of work unless we could find someone who is fully conversant with Microsoft Word.

## **8. Executive Summary and Proof Reading Arrangements**

Keith Gabriel is still available to carry out a review of the Neighbourhood Plan and is hoping to have completed the Executive Summary by the end of July.

Marc is to give Keith an electronic version of the Neighbourhood Plan as well as a hard copy.

Keith has asked the Steering Group for a formal letter of instruction. This was agreed by the members of the Steering Group and the Parish Clerk is to be instructed to prepare a letter for signature.

## **9. Pre-Submission Consultation Progress/Actions**

This has been dealt with earlier in the meeting.

## **10. NP Finances**

A statement of the Steering Group finances was not available for review and discussion,

It was thought that 75% of Gerard Couper's fee has been paid to him.

The Parish Clerk is to be asked to prepare a financial statement for distribution with these minutes.

Adrian recommended that Gerard's invoice should be paid in full, provided that nothing else is to be added to the report and the commission has been finalised.

Payment of Gerard's invoice will exhaust the external funding and grants received.

Leaflets, display charts and banners are required for the Public Consultation Meeting in October. Advice is to be sought from Keith Gabriel (by Marc), Kate van de Plank (by Andy) and Louise in Rowley Green (by Dorothy) regarding the layout and content of the publicity material.

## **11. AOB**

John is to coordinate a response to Cheryl's Improvement Proposals by 4<sup>th</sup> August.

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Marc sought comment on a proposed development on a small plot of land between Oak Tree Close and the M42. Taylor Woodrow has options on the land and the current owners are keen to sell. Residents of Oak Tree Close have requested comments be added to the NP regarding this area and the fact that it has a TPO in place. Marc suggested that the residents comment at the Public Consultation in October and it would be a good trial for the NP being watertight in terms of such proposed development.

### **Actions:**

*All APC members of the Steering Group*

**Date of next SG meeting** – Tuesday 23 August 2017, 10:00 at Hopwood Community Centre.