

NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD
7pm Wednesday 7th November 2018

Present Dr Chris Fabray (Chair), Mr P Crysell, Mr P Fisher, Cllr B McEldowney, Cllr M Knight, Ms V Harman, Mr P Sharp, Cllr O Sweeting, Cllr N Ward

In attendance Assistant Clerk: J Quinn

1. Chairman's Welcome
Dr Fabray welcomed everyone to the meeting.
2. Apologies for absence
None
3. Declarations of Interest (Members' Code of Conduct)
None
The Assistant Clerk reminded the meeting that it is members' responsibility to declare an interest and that this would include their property if its value could be thought to be affected by proximity to one or more of the potential development sites.
4. To consider members' written requests for dispensation, if requested
None were requested
5. Election of Vice Chair
Mr P Sharp nominated Mr P Crysell, seconded by Cllr B McEldowney.
Mr P Crysell was elected unanimously as Vice Chair of the Neighbourhood Plan Steering Group
6. Adjournment of meeting for Public Question Time
There were no members of the public present.
7. Previous Minutes
To consider approval of draft minutes of meeting held on 19th September 2018.
It was agreed that the minutes of the meeting held on 19th September 2018 were an accurate record.
The Assistant Clerk explained that in order to comply with the General Data Protection Regulations and the need to be mindful of issues of confidentiality changes to the future recording of minutes were necessary.
It was agreed that in future members of the public present should not be recorded by name without their specific consent and minutes should primarily record decisions.
It was agreed that draft minutes should not be published. Publication should only occur after they have been approved by the Steering Group.

8. Call for Sites presentations event

Mr P Sharp circulated a report from the Environment Working Group which included a summary of the Call for Sites presentations event

It was agreed that Mr P Crysell and Dr C Fabray review the site assessment scores to take into account the information provided through the Call for Sites exercise.

9. Neighbourhood Plan Report

Dr Fabray expressed disappointment that only one comment had been received on the previously circulated draft. He reminded the meeting that it was necessary for this report to have had group-wide scrutiny and asked all members to consider it and provide comments.

It was agreed that Mr P Crysell and Dr C Fabray revise the report and that the revised version be presented to the next meeting for approval.

It was agreed that agenda items 10, 11 and 12 be considered together.

10. Arrangements for publicising draft Neighbourhood Plan Report and public workshops

11. Arrangements for six week public consultation

It was agreed that the Phase 3 consultation and the six week statutory consultation be combined.

It was agreed that organisation of the combined Phase 3 consultation be led by Cllrs McElDowney and Ward. A detailed programme/timeline to be presented at the next meeting.

It was agreed that the consultation be held around March/April of next year and that publicity would include a flier in the next edition of the Parish Newsletter.

12. Neighbourhood Plan budget requirements

It was agreed that the estimate for Neighbourhood Plan expenditure in 2019 would be a maximum of £2,000.

13. Neighbourhood Plan Terms of Reference

The Assistant Clerk informed the meeting of the need to review the Group's Terms of Reference. It was noted that any member wishing to suggest changes should submit these to the Assistant Clerk as soon as possible and by the end of November at the latest.

14. To agree a time, date and venue for the next Neighbourhood Plan Steering Group

It was agreed that the next Steering Group would be on Wednesday 16th January 2019 at 19:00 hrs in Catshill Village Hall Committee Room.

The meeting ended at 20.25hrs.

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Chairman, Neighbourhood Plan Steering Group

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Date