

## NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

### MINUTES OF MEETING HELD

7pm Wednesday 2<sup>nd</sup> September 2020

The meeting was held virtually using Zoom.

Present Dr Chris Fabray (Chair), Cllr J Alderson, Cllr G Blackmoor, Mr P Crysell, Cllr I Hooper, Cllr B McEldowney, Mr P Sharp

In attendance, Assistant Clerk: J Quinn

1. Chairman's Welcome  
Dr Fabray welcomed everyone to the meeting.
2. Apologies for absence  
Ms Val Harman
3. Declarations of Interest (Members' Code of Conduct)  
None
4. To consider members' written requests for dispensation, if requested  
None received.
5. Adjournment of meeting for Public Question Time  
There were no members of the public present.
6. Previous Minutes.  
The minutes of the last meeting on 15<sup>th</sup> July 2020 were approved.
7. To resolve to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted  
No resolution proposed as no members of the public present.
8. To receive an update on the Draft Neighbourhood Plan  
The receipt of the final version of the pre-submission Neighbourhood Plan from Bromsgrove District Council was noted.  
Dr Fabray thanked all members of the Steering Group who had contributed to its preparation and production. He also expressed praise to the officers of Bromsgrove District Council for the design and print quality of the document.  
Mr Sharp, on behalf of the Steering Group, thanked Dr Fabray for his leadership and guiding efforts which enabled the Group to successfully reach this stage.
9. To receive an update of the Project Plan  
The Neighbourhood Plan Project Plan Phase 3, (25/8/20 edition) was considered in detail.  
**It was agreed** to make the following changes.  
Add: reformatting of appendices – completed by Dr Fabray; printing of appendices – this will require updating of green spaces appendix in respect of survey responses; printing of one complete set of appendices, Assistant Clerk to obtain quotes; issue of press release prior to exhibition – Cllr Alderson to prepare in conjunction with Dr Fabray.

Task 27 be broken down into components: i) public notice to be placed in Bromsgrove Advertiser and ii) production of leaflet/flier. Task 29 to concentrate on Parish Council Facebook page. Task 32 be prioritised.

It was noted that:

Task 17, one supportive reply had been achieved

Tasks 18/19, the green infrastructure survey would be included in the exhibition.

Task 26, Cllr McEldowney would be organising the distribution of the Autumn edition of the parish magazine.

Task 31, the exhibition would be held on the three weekends, of 3<sup>rd</sup>, 17<sup>th</sup> and 31<sup>st</sup> October, between the hours of 10:00 to 13:00.

The target date for task 40 was the February meeting of the Full Parish Council.

10. To agree the arrangements for Phase 3 Consultation and receive an update from the Working Group

Cllr Alderson's previously circulated action plan was discussed.

**It was agreed:**

That preliminary preparation would include the issuing of a briefing paper.

That all official Covid 19 guidance would be followed even if only advisory.

A rota of volunteers would be prepared for the staffing of the exhibition.

Cllr McEldowney would issue a request for volunteers once exhibition details have been finalised.

To check in advance the availability and condition of all exhibition equipment, (Assistant Clerk to liaise with Cllr McEldowney re keys to Parish Council office and garage).

To provide a supply of protective gloves.

Refreshments would be provided for volunteers only.

Cllr Alderson would provide Dr Fabray with all copy for the Neighbourhood Plan website by 4<sup>th</sup> September.

11. To agree a time, date and venue for the next meeting

**It was agreed** that the next meeting be held virtually, (unless relevant circumstances change) on Wednesday 2nd December 2020 at 7pm.

The meeting closed at 20:06 hrs

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Chairman, Neighbourhood Plan Steering Group

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Date