

Minutes of the Meeting of the Neighbourhood Plan Group held at The Bell, Belbroughton on 26<sup>th</sup> February 2018 at 7pm.

**Present:** Open meeting - 27 residents including 5 parish councillors.

Chaired by Belbroughton and Fairfield Parish Council Vice chairman Cllr. Dr R Morgan.

### **1/2018 The Principle Aims of the Steering Group.**

The principle aims of the steering group were presented as follows:

Reflects our neighbourhood and be of a suitable size to function.

Has a membership that is open, fair and accessible to all.

Is driven by mutual desire to assess benefits and shortfalls of developing a Neighbourhood Plan (NHP) for the Belbroughton and Fairfield designated area.

Deliver a report after consultation on whether it will move on to delivering a NHP.

### **2/2018 Reports from the District Council and the Parish Council.**

#### **District Council**

The District Council have agreed to designate the area of the Parish Council as the area which would form the NHP and will provide information and guidance throughout.

#### **Parish Council**

The Parish Council agreed at its last meeting to progress with the formation of a steering group and offered £2000.00 towards costs. The relationship between the Parish Council and the steering group was clarified. The steering group is a subgroup of the Parish Council but will have its own momentum and its recommendations will be a consensus of the views of the community

### **3/2018 Terms of Reference for the Steering Group.**

The Terms of Reference will be agreed by the steering group.

### **4/2018 Code of Conduct for Meetings and other Activities.**

An outline of Code of Conduct had been circulated with the Agenda. Attention was also drawn to The Ten Principles of Public Life.

### **5/2018 Membership of the Steering Group.**

Simon Baldwin, Robert Garvin, Karen Romain, Dave Roberts, George Brogan, Bob Morgan, Simon Patchell, Julie Baldwin, Steve Bedford and James Bradley volunteered to be members of the steering group. Individual roles will be determined by the group depending on skill set.

### **6/2018 Open Discussion**

#### **Cost of the NHP**

Besides the amount pledged from the Parish Council, the steering group can apply for a sum of up to £9000.00 from the 'My Communities - Locality'. A project plan would be submitted and assessed, and, if successful, money could be made available in tranches over a 12 month plan time. Concerns were raised that the cost may exceed these amounts, particularly when consultancy expertise would be required for specific activities. It was acknowledged that the steering group would endeavour to work within the set financial parameters. The extent of the cost would be dependent on the extent

and detail of the NHP which would ultimately be decided by the Parish Council. Further funding would have to be sought from external agencies and the Parish Council if required.

The steering group can draw on the prior experiences of other neighbourhoods and their plans which should assist efficiency.

### **Support from the District Council (DC)**

Whilst the DC is undertaking a Green Belt Review to update its strategic plan, the NHP can feed into the DC consultation. The NHP has to sit comfortably within the District plan. It was emphasised that there is a wealth of information and expertise within the DC which the steering group can access; examples given were statistical information and information on the known external influences that may affect our neighbourhood, as well as visual information. A review into spare land and housing needs of the West Midlands is being presented to Parish Councils this week and this information will be fed back to the steering group.

### **Initial Work to be undertaken by the Steering Group.**

The steering group's initial focus will be on engaging with the community to establish local residents' views on where the community is today and how the neighbourhood should be shaped in the future. The consensus of opinion reached will need to be evidence based. The focus will be on the community as a whole and will not enable any minority pressure groups to hijack the process. Results of the Parish Council survey undertaken last year will be used as a basis to produce a new survey. This may require external consultancy expertise to ensure validity. To encourage an increased survey response a variety of methods were suggested; visual aids such as maps showing boundaries of the Parish Council, door to door contact, email, website and focus groups. The profile of responders should also be considered. It was acknowledged that help will be required from other volunteers and teams may be set up to help with specific projects as work progresses.

The meeting was closed at 8.30pm.

**The date of the next open meeting is 26<sup>th</sup> March at 7pm at the Jubilee Room, Belbroughton Recreation Centre.**

**K. Romain - for the Neighbourhood Plan Group.**