

Beckford Parish Council

Minutes of Neighbourhood Plan Steering Group Meeting held in Beckford Village Hall on 4th August 2017 at 7.30pm

1. Record of Attendees

- a. Steering Group: Councillors Nicholds, Spice, Colvin, Mantle. Residents Nigel Hastead (LB), Paul Worrall (LB) and John Colvin (Beckford)
- b. Members of the Public: Mr & Mrs Jenkins, Mr Dronsfield, Mr Pigrem? (all from Blacksmiths Lane)

2. Apologies for absence

Received from: Dan Atiyah, Nigel Hastead

3. Minutes of last meeting – 3rd July 2017

Approved as read by Cllr Nicholds and so he signed them.

4. Secretary

Cllr Nicholds agreed to continue with responsibility for organising meetings and taking minutes. Cllr Colvin agreed to help with minutes for this meeting. We are to keep this as an agenda item and hope to find a candidate once we raise awareness of the Steering Group's activities.

5. Updates

Getting started

a. Timetable

Cllr Nicholds has registered for funding. He has applied for £3500 +VAT which will be used mainly for the consultation /exhibition costs. A requirement was that he submitted a timetable but this is fluid.

b. Costs/funding

The initial expenditure will be for leaflets, posters and display boards. It also includes cost of survey and 2 days of consultancy at £500 per day.

c. Contacts and data protection rules

Mr Hastead has circulated a list of contacts on an Excel spreadsheet to the SG. This gives landowners, businesses and assets. Please can everyone check that everything is listed. Is there anything else which needs to be included? This will be an iterative process.

ACTION ALL: Check the contacts data. Let David know if there is anything that needs adding.

d. Village Profile

Dan has produced a profile that Cllr Nicholds had circulated by email. The SG agreed that it looked OK.

e. Identifying assets and designations

Cllr Spice is working on this and has contacted Wychavon Planning and Heritage officers. It would seem assets do not include archaeological assets. English Heritage may have a list of listed buildings. Cllr Spice will try to have complete list for the September meeting.

ACTION Martin: Complete list of assets and designations

f. Discussions with stakeholders

Ideas were considered on the best method to raise awareness and enthusiasm of the community for the NP. These included:

- i. Leaflet drop before sending out a questionnaire informing everyone why PC is doing an NP and why a questionnaire is needed.
- ii. Questionnaire both online and paper before the exhibition.
- iii. Leaflet with short questionnaire include before the exhibition

Cllr Nicholds will contact Andrew Ford at Wychavon to discuss which would be the best direction to go.

ACTION: Cllr Nicholds: Contact Andrew Ford at Wychavon

Exhibition ideas.

Exhibition to include as many Parish Stakeholders as possible to inform everyone what is already in the village and to invite ideas as to what else they'd like to see. Paul has circulated, via email, a list of potential stall holders/exhibitors. Is there anyone else to add?

The aim of the event is to bring people in, hopefully to be involved and fill in questionnaires.

6. **Further volunteers**

David asked the members of the public if they would like to be involved with the NP. There were no immediate volunteers

7. **Date of next meeting**

This is to be confirmed.