

Beckford Parish Council

Minutes of Neighbourhood Plan Steering Group Meeting held in Beckford Village Hall on 2nd October 2017 at 7.00pm

1. **Record of Attendees**

- a. Steering Group: Councillors Nicholds, Colvin, Mantle. Residents : Paul Worrall (LB), Daniel Atiyah (B), John Colvin (B),
Members of the Public: David Carvill, Mark McCauley, Mr & Mrs Payne, Jane Durant

2. **Apologies for absence**

Nigel Hasted, Cllr Spice

3. **Minutes of last meeting – 13th September 2017**

Previously circulated and displayed. Approved by Steering Group and signed by Cllr Nicholds.

4. **Secretary**

Cllr Nicholds agreed to continue with responsibility for organising meetings and taking minutes. Cllr Colvin agreed to take minutes for this meeting. The job description will be reviewed and hope that we might find someone at the Exhibition to take on the role.

5. **Updates**

Getting started

a. Contacts

A contact list has been produced but this is an iterative process.

b. Timetable

This will be reviewed after the Exhibition. It typically takes two years to complete the plan.

c. Costs/funding

Funding of £3370 + VAT has been secured from Locality which will cover the costs of the survey (printing) and exhibition (display boards, hire of hall and etc.)

d. Program

A program will be produced for developing the plan. This will be done as part of the timetable.

e. Communications

A communications strategy needs to be developed. Review after the Exhibition.

Identifying the Issues

- f. Need to create a profile of the area e.g. significant features, building and assets. Cllr Spice has completed Beckford. Little Beckford and Grafton still to be done.
- g. Members were asked to comment on Cllrs Spice's draft presented at the meeting.
- h. Agreeing NP Boundaries
Initially we looked at 2011 Census boundaries. Further discussion suggested extending this towards Conderton and Overbury in order to put a green space around the area to north of Back Lane. Cllr Nicholds has contacted Overbury and Conderton PC's about this possibility. They will report back after their meeting on 3rd October.
- i. Review of Existing Plans and Strategies
When drawing up our NP we need to ensure that it is consistent with the NPPF and SWDP plans. Cllrs Nicholds had circulated three NP's via email. He asked everyone to note how they used the NPPF and SWDP in drawing up these. Dan Atiyah offered to take on this role in the first instance.
- j. Discussions with stakeholders
- * Date and time -It was agreed that an evening and a weekend day time would be best times for the exhibition. Cllr Nicholds would contact the VH booking clerk to see what dates and times were available.
 - * Exhibitors – all village clubs and societies to be asked to encourage their members to have a stand and encourage their members to visit the exhibition.
 - * Exhibition Invite – John Colvin agreed to develop this and circulate. He also offered to set up a website which he would circulate for comment. This could also be used to complete the online survey.
 - * Survey – Discussion regarding whether the survey be one per household or multiple entries per household so that younger members can give their views. In order to make the survey available to every household paper copies need to be made available. These can be picked up after a week. Survey methodology was also discussed and John Colvin said he would draw up a draft method statement for the next meeting.
- k. Survey findings can be summarised to identify strengths and weaknesses of the area.

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**

Monday, 30th October 2017 at 7.00pm