

***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Emma Kay**

**Chairman: Cllr Fred Jones**

**21 September 2015**

**Draft Minutes of the Community-Led Plan Steering Committee Meeting held on Wednesday 9 September 2015 at the Youth and Community Building, Lythwood Road, Bayston Hill.**

**Present:**

David Preston (Chairman); Emma Kay (Secretary); Ian Gordon; Laura Whitmarsh; Judy Crabb and Lucy Roberts, Community Engagement Officer, Shropshire Council.

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|  |  | **ACTION** |
| 1. | **Apologies** |  |
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| 1.1 | Teresa Lewis, Allan Caswell and Ted Clarke. |  |
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| 2. | **Minutes of Meeting held on Wednesday 1 July 2015.** |  |
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| 2.1 | **AGREED:** That the minutes of the meeting held on Wednesday 1 July 2015 be accepted as a true record. |  |
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| 3. | **Guest Speaker –** David Preston reported that the guest speaker would be at the next meeting. |  |
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| 4. | **Matters Arising** |  |
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| 4.1 | 3.5 Emma Kay confirmed that Keith Keel had resigned from the Steering Group. |  |
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| 4.2 | **Mapping:**  Lucy Roberts showed the group a copy of the recently completed Condover Parish Plan, she stated that it was available on their website. They used RHCS to do their analysis which is a fairly local company. She suggested that some of the actions may be transferable to the Bayston Hill plan. |  |
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| 4.3 | 3.2 Judy Crabb commented further on the School Project, she stated that it worked to a point but needed more people involved of an older generation. However it has broken the ice with the school who are very interested in further intergenerational working.  Laura Whitmarsh suggested that some of the pupils may like to help out serving the Christmas lunch, it could be an opportunity to share stories. She undertook to get the dates. David Preston added that the Villager were hosting one in January which could be an opportunity to follow up this idea. Judy reported that there had been no interest from Severnside as residents tended to be there up to 7 years and not previously from the village.  Judy stated that she was keen to build on the work already done but not to do the same again. | **LW** |
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| 4.4 | **Communication Routes:** The Group discussed the consultation matrix and agreed it was a good starting point. Lucy Roberts suggested some additional points of contact for the stakeholder list – Shropshire Fire and Rescue and the Parish Paths Partnership. David Preston added a list he had compiled and Emma undertook to merge and add some numbers to the two lists for the next meeting.  The group discussed ideas to reach all the different areas and groups in the village, Judy added that there was no exactly right way but that it needed to be often, a wide variety and within budget.  Lucy stated that SCC had access to pods to undertake pod voting which could be incorporated into the next Local Joint Committee meeting and also linked to existing groups and events. Judy agreed that this was a fun and intergenerational activity.  Lucy also stated that she has access to display boards and suggested a ‘tops and pants’ themed event, whereby shaped pieces of paper are pegged on to a washing line. She added that post it notes, sticky dots and food always go down well.  David advised the group about the ‘I Love Bayston Hill’ event that was taking place on Saturday 12 September on the Parade and Laura suggested the Christmas Fayre. | **EK** |
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| 4.5 | 3.5 Banking Facilities/Insurance**:** Davidprovided the group with a draft budget proposal and talked through the various headings. The group discussed various funding avenues that may be able to contribute towards the production of the Plan and undertook to investigate further. |  |
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| 5. | **Work Streams** |  |
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| 4.1 | **Progress -** David provided the group with a draft template as a starting point for work streams to use, he talked the meeting through the form and asked for feedback.  Judy Crabb commented that the language used will be key to avoid giving false hope and expectations and that is it essential that the final plan has accurate and relevant data behind it to ensure compliance especially with current planning policy. She added that a Community Led Plan would add some weight during a planning review or appeal although not as much as a Neighbourhood plan would.  Lucy added that ideas need to be understandable, workable and ultimately useful and to start from a basic level progressing as time moves on. Need to work out how to get people to think about changes up to 10 years in the future.  Laura suggested a single, simple set of questions relevant to each heading to start with so that it is not too resource heavy and easy to approach.  Discussions continued about how work is undertaken with the identified stakeholders under each stream and then feed back into the overall questionnaire. Thought was given to simplifying the headings and taking the lead from some of Condover’s ideas.  Queries were made about whether Shropshire Council produces a guide, a toolkit exists on Neighbourhood Planning but it is not easy to follow although there may be some SCC involvement when forming the questions. Judy added that CPRE were keen to get involved in the planning side especially working with SCC. She undertook to ask the national CPRE office if they have any advice. | **JC** |
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| 4.2 | **Next Steps –** David suggested leads look at how to develop their streams, with small amounts of funding available leads will need to be creative with their ideas.  Lucy suggested thinking about what leads want to do and then plan some consultation events, a skills audit of people you know who might be able to help.  David suggested leads look at who they would like to co-op into their streams and perhaps advertise for help, for consideration at the next meeting. |  |
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| **6.** | **Budget** |  |
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| 6.1 | It was agreed that all aspects of the budget had been covered earlier. |  |
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| **7.** | **Future Meetings** |  |
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| 7.1 | The next meeting was agreed for 7 October at 7.30 pm in the Youth and Community Building. |  |
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