

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

 ***for all Bayston Hill residents’***

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

**Chairman: Cllr Mrs Teresa Lewis**  **A Quality Council**

**PARISH PLAN SUB-COMMITTEE – Monday 10 November 2014 at the Memorial Hall**

**7.30 – 9.00 pm**

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| **Present**: | Cllrs Mrs Lewis (TL) (Chairman),Ball (MB), Clarke (TC), Keel (KK) and Mrs Trickett (TT). |
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| **In attendance:** | Anne Cousins – Locum Clerk. |

This was the first meeting of the Parish Plan Sub-Committee.

**DECISIONS**

**Do a Parish Plan (PP) rather than a Neighbourhood Plan (NP)**.

* MB said the costs of a NP could be prohibitive (up to £100,000) but it did result in more control over planning matters.
* TT said a huge amount of work was required to do a NP.
* TL had contacted Much Wenlock Town Council to find out more about how they had gone about the task of creating a NP. A group of volunteer residents had done a lot of the work, thus there had been limited impact on Town Council staff. She had asked if having the NP in place had made any difference and was told it had not really been tested yet.
* TT said even SAMDEV had not carried enough weight recently, therefore there was no point doing a NP.
* KK pointed out a PP can have weight once SAMDEV has been approved.
* TL said one of the things the Much Wenlock group had done was to contact all the owners of land surrounding the town and stipulated what development they wanted. She thought this was an interesting exercise, which could be done in Bayston Hill. KK said this was a piece of work which could be done as part of the PP.
* Preference to do a completely new PP, if possible, rather than a refresh of the existing PP.

**Outline of first steps to be done to review Parish Plan (PP)**

* PP completed in 2006; review completed in 2010. TL said the last objective on the 2010 PP had not yet been achieved and she suggested this should be the starting point.
* It was agreed it was important to communicate to residents about what has been done. KK suggested having yearly updates. TC suggested a headline like “Our achievements since…..”
* TT described how impressed she had been by the questionnaire that had been sent out before the 2006 PP.
* TC explained how that questionnaire had been devised. He said he would try and find the original questionnaire. The 2006 PP had taken approx. 4 years to complete; had involved a small group of representatives from organisations and had led to an Action Plan which was in tune with the wishes of the electorate. The questionnaire had a “Grand Draw” to encourage residents to return them. There had been a response rate of approx. 50%.
* TT and MB both favoured electronic questionnaires. MB also said it was important to get links between the Parish Council website and the Village Association website.
* TC said a separate Youth Questionnaire had been sent out the last time.
* TT knew of a local resident who devised questionnaires and offered to approach him to see if he would be interested in getting involved.
* TL and KK felt it would probably not be possible for the Clerk to do the PP work in her limited hours of work. TL wondered if any funding was available to help with admin costs.

**Hold a Village Summit/Parish Plan meeting in January 2015**

* TL was keen to hold a village stakeholder meeting/summit at which the Parish Plan could be one of the items to be discussed.
* KK suggested inviting businesses, organisations relating to all age groups, GP practice, etc to make sure there was wide representation.
* TT suggested Judy Crabb should direct her work at the school to Year 6 children.
* TT felt it would be helpful to include the old questionnaire with the invitations to the meeting, as this would give people a starting point.
* The Clerk asked if a date/venue had been fixed for this meeting and was told this had not been done yet.
* TL wanted to invite as many groups as possible and suggested dropping in to visit any groups who were unable to attend. Important to invite Judy Crabb, CPRE.
* The Clerk suggested calling the meeting a “Parish Plan meeting” instead of a “Village Summit” if there were no other items to go on the agenda.

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| **ACTIONS** | **BY** |
| Draft invitation to PP meeting and draw up an invitation list | **TL** |
| Set date and venue for meeting. | **Clerk** |
| Apply for Kick-Start funding. Seek advice of David Fairclough before filling in form. | **Clerk** |
| Check with David Fairclough/Parish Council budget to see if there is any money available to help with costs of questionnaire/admin support. | **Clerk** |
| Find old questionnaire (to go out with invitation letter). | **TC** |
| Put Parish Plan on agenda for next Full Council meeting on 01.12.14. | **Clerk** |