

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

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

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

**Chairman: Cllr Mrs Teresa Lewis**

**27 April 2015**

**Minutes of the Parish Plan/Community-Led Plan Steering Committee Meeting held on Wednesday 15 April 2015 at Hillside House, Lyth Hill Road, Bayston Hill.**

**7.30 – 9.00 p.m.**

**Present:**

David Preston (Chairman); Anne Cousins (Secretary); Ted Clarke; Judy Crabb;

Ian Gordon; Arthur Gouge; Fred Jones; Teresa Lewis; Janet Phillips; Lucy Roberts, Community Engagement Officer, Shropshire Council.

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|  |  | **ACTION** |
| 1. | **Apologies** |  |
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| 1.1 | Mark Combes; Keith Keel; Teri Trickett; Laura Whitmarsh; representative from Memorial Hall Committee. |  |
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| 2. | **Minutes of Meeting held on Wednesday 18 March 2015.** |  |
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| 2.1 | Teresa Lewis referred to the discussion at the last meeting about the role of the Parish Council as the final decision-maker for the Parish Plan. She confirmed the Parish Plan was on the agenda for the next meeting of the Full Council to be held on Monday 20 April and that this would be a standard item on all Full Council agendas in future. | **TL** |
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| 2.2 | It was confirmed that the Steering Committee consisted of all those present at the meeting, plus Laura Whitmarsh. Teresa Lewis would step down when she ceased being Chairman of the Parish Council in May, in favour of Fred Jones, the new Chairman, but both were present at this meeting. Additional people had offered to provide support to the steering group, based on their particular interests. |  |
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| 2.3 | **AGREED: That the minutes of the meeting held on 18 March 2015 be accepted as a true record.** |  |
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| 3. | **Matters Arising** |  |
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| 3.1 | There were no matters arising. |  |

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|  |  | **ACTION** |
| 4. | **Community-Led Plan – clarity on purpose/legal framework** |  |
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| 4.1 | A guidance document on Community Planning, produced by Shropshire Council, had been circulated. This set out the way in which community-led plans fitted into the planning framework, both nationally and in Shropshire; provided suggestions as to how a community might develop its own plan; and listed useful resources. |  |
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| 4.2 | Lucy Roberts expanded on this document. She explained that community-led plans were not unique to Shropshire. They carried more weight in planning matters than parish plans, but were simpler and cheaper to produce than neighbourhood plans. She described how a community-led plan would link into other planning policy documents at Shropshire Council and explained her role was to offer advice and assistance to the steering group, as required. |  |
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| 4.3 | There was discussion about the current Bayston Hill Place Plan and the Community Infrastructure Levy (CIL). The Place Plan set out the community’s aspirations which could be achieved if sufficient CIL money was accrued through development. The top priorities in the Place Plan were to improve the A49/Lyth Hill Road junction and to create safe pedestrian access across the A49 to join the two parts of the village. Lucy Roberts explained the community –led plan could link into the Place Plan, e.g. a road safety theme could incorporate the desire to improve safety on the A49. |  |
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| 4.4 | Lucy Roberts offered to share links to other community-led plans and useful contact details. The Chairman thanked her for the overview which he felt had been very helpful. | **LR** |
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| **5.** | **Possible Work Streams** |  |
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| 5.1 | The Chairman circulated a document he had produced, which proposed having four work streams: Health and Wellbeing; Built Environment; Community Safety; and Sustainability. He had also produced a document which set out in broad terms how everything fitted together, utilising information gained from the Healthy Villages Model in Birmingham. He stressed these were early thoughts and the lists were indicative, not prescriptive. |  |
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| 5.2 | It was suggested “Built Environment” should also include the natural environment. |  |
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| 5.3 | Ted Clarke suggested that a starting-point could be the census data for Bayston Hill and Lucy Roberts offered to assist with this. This could include maps and Anne Cousins agreed to check whether or not the Parish Council held a licence for Ordnance Survey maps which the group could use. | **LR****AC** |
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| 5.4 | The importance of having both quantitative and qualitative data was recognised, as the qualitative data would add depth to the statistics. |  |
|  |  | **ACTION** |
| 5.5 | Anne Cousins offered to circulate the latest action plan by the Parish Council (2014), following the review of the Parish Plan in 2010.  | **AC** |
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| 5.6 | Judy Crabb said she was going to do some consultation work with the children at Oakmeadow Primary School and this was welcomed. She also referred to a useful document entitled “Valuing Villages”. She said she hoped the consultation work would bring together different generations and would culminate in a celebration event at the end of the summer term because it was important to have tangible outcomes. Teresa Lewis offered to help. | **JC/TL** |
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| 5.7 | The Chairman asked everyone to give more thought to the themes and to think about their own particular skills/interests. At the next meeting, it was hoped to identify leaders for each of the themes. | **All** |
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| **6.** | **Timetable** |  |
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| 6.1 | The Chairman envisaged a timeframe of approximately 18-20 months:Development work Spring/Summer 2015Consultation Autumn/Winter 2015/16Analysis Winter/Spring 2016Drafting the Plan Spring/Summer 2016 |  |
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| **7.** | **Immediate Next Steps** |  |
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| 7.1 | Jubilation Weekend – 2/3 May: The Chairman said the Village Association were doing a mosaic about what Bayston Hill means to the local residents. Teresa Lewis suggested creating a picture using post-it notes/photos based on the theme “I love Bayston Hill”. |  |
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| 7.2 | Anne Cousins suggested the Annual Parish Meeting, to be held at the Memorial Hall on Monday 1 June, was another opportunity to raise awareness of the group’s intention to create a plan, particularly as the guest speakers at the meeting were Cllr Mal Price, Cabinet Member for Planning, Shropshire Council and Ian Kilby, Planning Services Manager, Shropshire Council. |  |
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| 7.3 | Lucy Roberts suggested compiling a list of different groups in the village (stakeholder mapping) to build up a picture of the community. She could provide a grid and Anne Cousins offered to begin work on filling this in. | **LR/AC** |
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| 7.4 | Publicity/Communications: The Chairman felt the documents could be hosted on the Villager website. Lucy Roberts recommended having a place only accessible to the Steering Group, as well as public pages. It was agreed it was important to have all documents in one place. | **DP** |

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| 7.5 | The Chairman said he would provide a brief update for the next Villager magazine and he asked everyone to think of other communication routes which could be used. | **DP****All** |
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| 7.6 | It was agreed Anne Cousins would produce and circulate a directory of the Steering Committee’s contact details. | **AC** |
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| **8.** | **Budget** |  |
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| 8.1 | Lucy Roberts suggested some possible sources of funding:* Parish Council (may have funding left over from last Parish Plan)
* Shropshire Council Community Led Planning Fund
* Community Council of Shropshire

It was agreed to apply for the Community Led Planning Fund.The Chairman said it would be helpful to know for the next meeting how much budget (if any) was available from the Parish Council. | **DP****AC** |
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| 8.2 | Fred Jones asked about banking arrangements and the Chairman said he hoped this could be done via the Parish Council. | **AC** |
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| 8.3 | Lucy Roberts recommended getting public liability insurance. | **AC** |
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| **9.** | **Future Meetings** |  |
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| 9.1 | Next meeting to be held on Wednesday 13 May 2015, 7.30 p.m. at the Youth and Community Building.Dates of future meetings to be agreed at the May meeting.The Chairman thanked Janet Phillips for hosting this meeting at Hillside House, which was much appreciated by the group. | **All** |