

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Fred Jones**

**16 October 2015**

**Draft Minutes of the Community-Led Plan Steering Committee Meeting held on Wednesday 7 October 2015 at the Lythwood Pavilion, Lythwood Road, Bayston Hill.**

**Present:**

David Preston (Chairman); Emma Kay (Secretary); Ted Clarke, Judy Crabb, Lucy Roberts, Community Engagement Officer, Shropshire Council and Mr Peter Clarke, Guest Speaker from Kinnerley.

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|  |  | **ACTION** |
| 1. | **Apologies** |  |
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| 1.1 | Fred Jones, Teresa Lewis, Allan Caswell and Ian Gordon. |  |
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| 2. | **Minutes of Meeting held on Wednesday 9 September 2015.** |  |
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| 2.1 | **AGREED:** That the minutes of the meeting held on Wednesday 9 September 2015 be accepted as a true record. |  |
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| 2.2 | As Judy Crabb had to leave the meeting early David asked her to provide some feedback before hearing from the speaker.  Judy stated that she had been trying to engage more people from different groups within the village, she confirmed that the school would love to do something else but had not had a positive response from Christ Church with regards to the coffee morning. She has been unable to make contact with anyone from the Methodist Church, Ted Clarke suggested Maurice Wright as a point of contact.  She has been looking at other groups that may be interested and has had a positive response from the Memorial Hall Committee with the Short Mat Bowling Club being suggested, this would be a good opportunity for an intergenerational event with a health focus. The club meets at the Memorial Hall on a Friday between 2 and 4 pm, Judy needs to get back to the school and work out potential numbers. She suggested some members of the steering group may also like to be involved. |  |
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| 3. | **Guest Speaker –** David Preston introduced Mr Peter Clarke from Kinnerley as the guest speaker, he spoke to the meeting about their experience of undertaking a ‘Neighbourhood Plan’.  Mr Clarke provided some background to their plan and the work undertaken to prepare for it. They promulgated their intentions in the village newsletter and various other forms of publicity to get interest and then held a meeting. They planned to have 4 formal headings of planning, transport, community and environment. He stressed that it was important to get the leaders of each core stream to take hold and to encourage other people to contribute.  Their community team visited 15 different groups to gather their input and staffed the questionnaire from there.  David Preston took this opportunity to explain the theory behind the Bayston Hill core streams and how it was started. Ted Clarke stated that the Memorial Hall has several groups from the village using it.  Emma Kay undertook to gather the contact details of all stakeholders of the village, David stated that the Villager website had a fairly comprehensive guide on it. Lucy Roberts mentioned the wider stakeholders such as the fire service.  Peter then advised that the 4 topic groups met independently and discussed what was important to them. Traffic and planning were popular subjects. Each group worked towards putting a series of questions in to the questionnaire. He suggested that at least 6 people were needed in each group as it was a huge undertaking which required lots of effort, work, stamina and initiative. He stated that they had completed their plan in a year but with hindsight considered it to be too quick, but equally advised not to take too long as people would lose interest.  A consultation followed, Peter advised checking the Kinnerley website as all the relevant paperwork was held on there. They started the questionnaire with general community focused questions. The did not ask vague questions and with the planning put together a map showing all the proposed site for development and got residents to vote for and against the specific sites. This resulted in 3 or 4 sites that the village would accept to be developed based on a consensus not a majority decision. He advised that the plan would help stop developers having carte blanche to develop anywhere.  He also advised recruiting as many deliverers and collectors as possible for the questionnaire, they had a covering letter with details of the specific person and date it would be collected and managed a 75% response rate.  He stated that their costs were £14,000 overall including the printing, analysis and a project manager but acknowledged they had chosen a very ‘glossy’ format. They had managed to get a grant from Resources for Change.  Questions followed on the format of the questionnaire and the management of the data. Peter stated that they had included a free expression area on each section and that these specific areas needed more discussion to interpret. He added that they had 12 members on the Steering Group and 30 people delivering and collecting the questionnaires.  Peter advised not making the questionnaire too ornate or too plain either. Also once the results were all collected and analysed they had a meeting to provide residents with the results and then gave out a written report to every house to give them a sense of ownership.  He reported that it had given the Parish Council a good basis to work on and so far it was holding up. Groups had been set up to carry on the work afterwards.  Lucy commented that she felt some of the Bayston Hill headings were slightly more complicated and that it may be beneficial to do some further alignment to aid people’s understanding and enable them to identify better with them. |  |
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| 3.1 | As it was quite late and that a lot of interesting ground had been covered David suggested the meeting be closed. |  |