

Hartlebury Parish Plan Steering Group

Minutes of the Meeting on 23rd March 2016, at the Parish Hall

1. Present:

- 1.1 Parish Councillors: Mrs S. Hickman (Chair), Mrs C. Boughton-Thomas, D. Simons; plus Mrs. E. Jones & S. Tranter for part of the meeting.
- 1.2 District Councillor: Mr N. Dowty;
- 1.3 Volunteers: Mr T. Cupper, Mr C. Walker
- 1.4 WDC Officer: Mr A Ford

2. Agenda items

- 2.1 Apologies/ not present:
Mr & Mrs J. Maughan, Mr P Rabin, Mr I Rowley & Ms I Hinton.
- 2.2 Volunteer revisions:
Rev. D Arnold, Ms J. Bennett, Ms F. Southall have withdrawn from the group. Chair to check if Mr P. Holden still wishes to be involved; **[Action: Mrs S. Hickman]**.
- 2.3 Introduction:
Mr Andy Ford of WDC Planning Department was introduced to the Group as an Officer with experience of assisting Parish Councils to get Parish Plans and/or Neighbourhood Plans to a status where they can be approved/adopted.
- 2.4 Minutes of meeting on 10th February 2016:
The minutes circulated in draft were agreed as a true record of the meeting. These minutes have been fed back to the Parish Council as a true record of the Steering Group meeting.
- 2.5 Matters arising:
An open meeting for further consultation will now be held on Thursday 14th April between 16:00 and 20:00. This will be confirmed in the next edition of the Parish Magazine.

The Parish Clerk is obtaining quotations for publishing/printing a document of 25 to 30 double-sided pages with photos. It was agreed that the quotations should include a price for adding additional pages; **[Action: Mr B. Gale]**.
- 2.6 Progress on written sections of plan:
Sections 1 & 2 are now complete; Section 3 is complete up-to Section 3.5.

Mrs S. Hickman and Mrs. C. Boughton Thomas will check the layouts, check for duplication and carry out editing. The Art Group's pictures will be added as part of the editing process; **[Action: Mrs S. Hickman & Mrs. C. Boughton Thomas]**.

Mr C Walker has drafted a Village Design Statement, this will be circulated for comments; **[Action: Mrs S. Hickman]**

Hartlebury Parish Plan Steering Group

Minutes of the Meeting on 23rd March 2016, at the Parish Hall

Mr A. Ford recommended reference be made to Harvington Parish Plan, as an example for guidance that has a good, logical layout.

2.7 Engagement with young People

The village Post Office has supplies of the questionnaires; approximately 20 have been collected, but none have yet been returned.

The village primary school is continuing with their project on the Parish Plan and expect to make a presentation on findings to the June Parish Council meeting. Mrs S. Hickman will liaise with the head teacher to finalise arrangements for the presentation; **[Action: Mrs S. Hickman]**.

2.8 Next stage of public consultation:

As noted above, the “drop-in” event is arranged for Thursday 14th April between 16:00 and 20:00 at the Parish Hall.

The display will include outcomes from previous consultation, including pie charts, etc., with the aim of prioritising objectives with input from attendees.

Mr A Ford suggested that (say) coloured post it notes with “high” “medium” and “low” coding could be used by attendees to allocate priorities to a list of objectives drawn from the earlier consultations. Plan sections drafted to date could also be exhibited.

He also recommended the use of clear visual displays at the event, illustrating the progress to date. It would be best if the Parish Plan group completes its consultations with the public before completing the draft plan document and obtaining approval of the Parish Council, although it is not necessary to incorporate feedback comments in the plan.

There has been a poor response to date to the photographic competition, Mr S Tranter said that he could supply more photographs; **[Action: Mr S Tranter]**.

The Village Design Statement should be refined by consultation if possible, photographs will also help in the process.

Mr A Ford will loan WDC’s display boards, but they will need to be collected from Pershore. Mr A Ford to confirm availability; **[Action: Mr A Ford]**

The documentation completed to date will be printed in early April 2016, by Mr N Dowty, Mrs S Hickman will collect and supply drafts; **[Action: Mrs S. Hickman / Mr N Dowty]**.

We will need early access to the Parish Hall from 15:00 to set up on 14th April. Mr D. Simons to speak to PH booking secretary to arrange; **[Action: Mr D. Simons]**.

2.9 Adoption of Parish Plan by WDC:

Mr A Ford described the procedures and requirements for adoption of the plan by WDC. He confirmed that the procedures followed to date and level of consultation is good.

He explained that the sequence of approval and adoption begins with Hartlebury Parish Council adopting the plan first, then it can be sent to him for final comments before WDC receives it.

Hartlebury Parish Plan Steering Group

Minutes of the Meeting on 23rd March 2016, at the Parish Hall

WDC adopts the plan as a local information source, via recommendations to a WDC planning committee meeting.

Once adopted, the plan will be of some assistance in connection with planning issues, particularly by reference to the Village Design Statement. However, a Neighbourhood Plan, which is formulated via a more rigorous process, would carry more weight on planning issues as it is linked to the Localism Act 2011. Chaddesley Corbett has a Neighbourhood Plan

The likely timetable for our Parish plan is for local approval to be completed during summer 2016, submission to WDC in August and adoption at a September 2016 planning committee meeting.

Mr A Ford agreed to review a draft of the plan to assist in the process.

2.10 AOB:
None.

2.11 Next meeting:
27th April 2016 at 19:00, at the Parish Hall.

D.S. Simons
31/03/16