

## Hartlebury Parish Plan Steering Group

### Minutes of the Meeting on 10<sup>th</sup> February 2016, at the Parish Hall

#### **1. Present:**

- 1.1 Parish Councillors: Mrs S. Hickman (Chair), Mrs C. Boughton-Thomas, Mrs. E. Jones, S. Tranter.
- 1.2 Volunteers: T. Cupper, J. Maughan, Mrs D. Maughan, C. Walker, P. Rabin, I. Rowley.

#### **2. Agenda items**

1. Apologies: P. Holden; N. Dowty; D. Simons; Ms J. Bennett, Rev D. Arnold (request withdraw from group)

##### 2. Minutes of Previous Meeting

It was agreed that these were a true record of the meeting.

These minutes have been fed back to the Parish Council as a record of the Steering Group meeting.

#### **3. Matters arising from previous meeting**

Agenda item 7 – Notice of the photography competition has been placed in the February Parish Magazine.

Agenda item 8 Section of plan – covered on agenda

Agenda item 9 Use of data – covered on agenda

#### **4. Progress on written sections of plan**

Mrs Hickman confirmed that she had received sections as previously agreed from C. Walker, I. Rowley, D & J Maughan. Mrs C. Boughton-Thomas circulated the sections that she had been working on stressing that they were still in draft form. Mrs Hickman is collecting and formatting all the sections. The group suggested that if some sections were still outstanding then Mrs Hickman should circulate and request help from the group.

#### **5. Strategic Aims and Objectives:**

Mrs Hickman had compiled a list of Strategic Aims drawn from the priorities identified in the consultation. She stated that she would write a section in the plan on the justification for these choices. The accompanying improvement plan generated much discussion regarding the format and content. It was agreed that Mrs Hickman would do some further work on this for the next meeting. It was agreed that it was not the role of the Steering Group to solve the identified issues – most of the responsibility for this lies with the Parish Council working with a range of external agencies. Attempts were made to identify these agencies. It was stated that most of these issues had been ongoing for a length of time. However it was agreed that they still remain issues which need to be addressed. If identified in a Parish Plan, which may subsequently be adopted by Wychavon DC and Worcester CC, that in itself may add weight to the necessity to address and solve the concerns of the residents and stakeholders in the Parish.

#### **6. Next Stage of Public Consultation**

It was agreed that further consultation needs to take place on the Strategic Aims which will form the focus and priority for the Parish Council from 2016-2020. A range of consultation methods were discussed and it was agreed to hold a drop in event at the Parish Hall on a

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Saturday afternoon from 1pm – 6pm in April. This event to be publicised via posters, Parish Magazine and by follow up contact by Parish Councillors to stakeholders who attended consultation event.

**Action: Mrs Hickman to book Parish Hall 23 April (if available).**

**Action: S. Tranter to design appropriate poster to advertise**

**Action: Mrs Hickman to ask Councillors to make contact with stakeholders**

**Action: Notice in Parish Magazine – D. Simons**

#### 7. Engagement with Young People

Mrs Hickman outlined how the Primary School children were involved but questioned how 11-18yr olds were being consulted. It was agreed that this was necessary and that a range of methods would be undertaken in an attempt to reach this age group. They should specifically be mentioned on the poster for the drop in event. In addition a specific notice would be placed in the Parish Magazine and in the Post Office where questionnaires would be available or could be obtained by request in electronic format from the dedicated email address: hopesforhartlebury.hpc@gmail.com

**Action: Poster S. Tranter**

**Action: Questionnaire – S. Hickman**

**Action: Electronic format – S. Hickman/S. Tranter**

**Action: Notice in Parish Magazine – D. Simons**

**Action: Liaise with Post Office – S Hickman**

#### 8. Circulation of Parish Plan and quotations for publishing

It was agreed that 1300 paper versions would be needed and that these should be A4 glossy colour to incorporate text, photographs and pictures. Quotes would be required from at least 3 companies in accordance with Parish Council Financial Regulations. It was also agreed that the ultimate volume of the plan could be adjusted according to cost.

**Action: Obtain quotes – S. Tranter/B. Gale (clerk to Parish Council)**

#### 11. Next Meeting: Wednesday 23 March at 7pm in the Parish Hall.

S.Hickman

11.02.2016