

## **Broseley Neighbourhood Plan**

### **Notes of Advisory Group Meeting 23rd July 2018**

Present : Phil Revell (Chairman); Councillors: Mick Burton, Ann Maltby, Simon Harris, Gavin Goodall and Ian West; Sharon Clayton

1. Apologies received from Kerry Rogers and Alison Dobson.
2. The minutes of the previous two meetings were approved.
3. Matters arising – none.
4. First public consultation:
  - Phil thanked all concerned for their hard work in distributing the questionnaires and processing the results.
  - The one-page summary of the result will be published on the web site.
  - Ian will circulate an updated full summary of the results when he returns from holiday; this can be published on line in due course.
  - Feedback received at the two public meetings was noted. This included the need to encourage supported housing for the elderly.
  - Phil will sort and summarise the narrative comments in time for the next meeting.
  - It was agreed that we should compile an email contact list from the addresses supplied in the questionnaires. This will have to be handled in accordance with the BTC GDPR policies and will therefore need to be held and processed by the council's staff. Ian will discuss this with the staff.
  - Lessons for future consultation:
    - shorter, focussed questionnaires might get more response. BTC will be asked to consider including some in future issues of Town Talk.
    - future publicity for questionnaires and public meetings could be targeted at specific groups – e.g. parents at the school gates.
5. Task groups and autumn actions:

Five broad task group headings were agreed; Phil will refine the titles and draft the scopes for these for the next meeting. It was recognised that there would be areas of overlap between these groups. Advisory Group members were allocated to lead or co-ordinate the work of the groups as follows

  - Housing – Ian West and Ann Maltby
  - Highways, footpaths and transport – Simon Harris
  - Community resources – Sharon Clayton
  - Environment, heritage and green spaces – Phil Revell
  - Economy and employment – Mick Burton and Gavin Goodall

In addition, all five groups will consider the impact of the matters they discuss on sustainability, health and education.

Advisory Group members are to consider who might be invited to join these task groups, for consideration at the next meeting. Invitations to participate will also be included in the first email circulation.

It was agreed that we would schedule public meetings on the mornings of the last Saturdays of September, October, November, January and February and consider the option for fitting a further meeting in before the end of 2018. Ann will look at the availability of the Victoria Hall. Each meeting will be focused around one of the task groups but representatives of the other task groups will also attend. The September public meeting will be on the theme of Environment and Heritage; Phil will draft and circulate a short questionnaire on this subject, for possible inclusion in the next Town Talk.

6. Finance:

No expenditure should need to be approved before the next meeting. Ian will arrange for Phil to be sent a form to claim the cost of the Survey Monkey subscription.

7. Next meeting:

Monday 3rd September, 7pm in the Library.

*Ian West*

*24/07/2018*

- The format will be a short presentation and questions and answers, followed by break-out into topic-based informal discussions, around tables with plans etc. on them. There will be four topic groups as follows:
  - housing
  - recreation and environment
  - employment, businesses and the High Street
  - highways and transport

At least one member of the Advisory Group will be allocated to each of the topic tables, and unallocated members would be encouraged to 'float' between them. For the Monday meeting, the proposed topic allocation will be:

- housing – Ian
- recreation and environment – Phil and Sharon
- employment etc. – Gavin
- highways and transport – Simon Harris. Ian will contact Simon to check he is happy to do this.

Ian is not available for the Saturday meeting, so the role allocation will need to be reviewed after Monday's meeting.

- Recognising feedback from the January meeting, it was agreed that it is important that we have someone on the door, greeting arrivals and keeping a note of the number of attendees. Phil will ask Ann Maltby whether she would take on this role. He will also check whether the Victoria Hall could offer refreshments.

#### 9. Task Groups

The scope and composition of the subject task groups will be agreed after the forthcoming public meetings.

#### 10. Finance

Our grant application was successful and we have been awarded £1,525 for the period up to the end of March 2019. A second application will be required for the period after then. Ian will ask Trudi to send Phil a claim form so he can be paid for the SurveyMonkey licence.

#### 11. AOB

Phil expressed his great appreciation for everyone who helped distribute the questionnaires. He emphasised that delivery to a household did not always mean that all the occupants were aware of it having been received, so it was to be expected that we would receive a few complaints about non-delivery.

#### 12. Next meeting

Monday 23rd July, 7pm in the Library

*Ian West*

*21 June 2018*