

FRADLEY NEIGHBOURHOOD PLAN STEERING COMMITTEE

MINUTES OF MEETING HELD ON 15TH APRIL 2015 ST STEPHEN'S CHURCH

Present: Cllr S Roberts, Chris Gillie, Greg Jones, Jo Spence, Sandy Carruthers, Richard Green

1 APOLOGIES: Cllr Lynn Beaumont, David Derrick

2 MINUTES OF LAST MEETING (4th March 2015)

The Minutes were accepted as a true record. They will be sent to the Parish Council for uploading onto their website.

3 MATTERS ARISING

None

4 UPDATE ON BANK ACCOUNT AND PARISH COUNCIL GRANT

No Financial Report available as Treasurer not present. However Simon reported that Ben Walsh had set up a Bank Account for the Neighbourhood Plan, but had no further details. £1,500 has been allocated by the Parish Council and once they have bank details the money will be transferred. Ben has been requested to look into the availability of other grants and Simon will aid him in this process. There are 'grant finder tools' available online and this will be investigated for this purpose.

Action: Simon/Ben

5 TASK GROUPS – USE OF MAPS

Simon has boundary maps of the Parish in his possession on which he has marked listed buildings, old hedgerows, footpaths, ponds etc. This will be forwarded via the secretary to all members of the Committee should anyone wish to make further additions. He will provide a larger one for the next public exhibition/meeting. He proposes to make a further one of the old airfield boundary. There is plenty of information online for RAF Lichfield. Also he will contact Lawrie Walford (Long Lane) who appears to be an authority on the old airfield for any additional information.

6 TASK GROUPS

Strategy – the group met on 23rd March 2015; the notes for which are appended to these Minutes.

Points to note since meeting:

Timesheets: The group were reminded to log all hours spent on the plan so that they can add to the timesheet. Sandy to check whether a projection of future hours had to be made

for the purposes of providing evidence when applying for grants. An email will be sent to all members as a reminder.

Action: Sandy

Census – Hopefully Greg will be speaking to someone from the Canal and Rivers Trust who should be able to help him with the information he requires.

Sustainability Appraisal – this will be carried over to the next Steering Committee as David was not in attendance. However, Chris will check whether it is essential to carry out full sustainability appraisals on plans or whether it is just advisable.

Action: David/Chris

Timetable for completion of plan – Chris has presented his overview/timetable of the steps that we have taken so far and what needs to be done and by when. This is not written in stone but is a guideline. This will be emailed to all by Chris

Action: Chris

Lichfield District Council may have someone who can help with advice on the progress of the plan and they should be contacted before we advance much further to make sure we are working on the right lines.

NP Seminar, Lichfield – notes appended.

Questionnaire – see below – No 8.

Questionnaire analysis - The group have the name of someone (Simon Best, 50 Statfold Lane) who is experienced in 'survey monkey' software.

Communications – no report available. The steering group are concerned that no progress has been made on the website, as far as they were aware, and it was agreed that this has now become a priority. Simon would contact Linda to see what the present position is.

Action: Simon

Environment – The environment group has been meeting regularly and have now reached the point for the questionnaire to take place.

Economic Group – It was proposed to set up a new group for this subject, however some of the associated issues could be attached to the Development Group. Simon will endeavour to find a co-ordinator to head up this group.

Simon has recently been in discussions with businesses on Fradley South including Zytec and Faurecia regarding the issues they are causing on Common Lane. The results of the questionnaire may help to highlight the causes of concern to residents in the vicinity.

Action: Simon

Facilities – The group have been working very hard and feel that they have come to a point where they cannot progress without the results of the questionnaire.

Development – Here again the group have been working hard and feel, as above, they have reached a point where the questionnaire should be made.

Transport – No report available

7 NEXT PUBLIC MEETING – UPDATE - this will be carried over to the next Steering Group meeting.

8 QUESTIONNAIRE

The group agreed that the next imminent step would be the making of the Questionnaire. Simon would ask Cllr Fiona Lever to attend the next meeting so that she could assist in the types of questions to ask as it is imperative that the right wording is used to facilitate optimum results.

To this end all co-ordinators are required to make a list of questions for their task group and make them ready for the next meeting which will be dedicated purely to the questionnaire and nothing else.

To assist, Richard has made suggested lists as a guide to help and also made available the Whittington questionnaire. These will be emailed to all co-ordinators as soon as possible so that they can get on with the job before the next meeting.

Action: Sandy

IT IS ESSENTIAL THAT ALL MEMBERS OF THE COMMITTEE ATTEND THE NEXT MEETING AS IT IS IMPORTANT THAT THE QUESTIONNAIRE IS AGREED UPON. THE NEIGHBOURHOOD PLAN IS BASED ON THE RESULTS OF THE QUESTIONNAIRE.

9 ANY OTHER BUSINESS

Simon expressed his disappointment at the lack of turnout of Steering Group members to the meeting. Only two people had the courtesy to send in their apologies. At this stage of the process it is expected that co-ordinators are present, but if they cannot attend then they should email their reports to either Simon or the secretary.

Resignation: Mary Bennett offered her resignation and this was accepted.

10 DATE OF NEXT MEETING:

13th May 2015 – Church meeting room – 7.00 p.m.

There will be no formal agenda for this meeting as it will be purely dedicated to the making of the questionnaire.

**NOTES OF STRATEGY GROUP MEETING HELD AT THE CROFT ON
MONDAY 23RD MARCH 2015**

Present: David Derrick, Chris Gillie, Greg Jones, Richard Green, Sandy Carruthers

TIMESHEET

David provided a proforma timesheet for all members of the Steering Group and Task Groups to fill in time spent on their NP activities past and present. It is important to record volunteer time as evidence for the funding body. It will therefore be necessary to estimate the number of volunteer days to be spent on the neighbourhood plan and include this in the applications. Most grant funders require a 'match funding' contribution to the project.

David will email the form to all Steering Group Members for each individual to fill in electronically in excel so that it can be calculated easily.

CENSUS

Members of the group are finding it difficult to find the census details for Fradley only. Will Chapman will be approach about how they managed to find data for Alrewas only.

QUESTIONNAIRE

It was thought that now is the time to consider formulating the Questionnaire. Richard has accessed the Whittington questionnaire and will be tweaking it for our use by the next Strategy Meeting in April. The Strategy Group will then put forward suggestions as to how it will relate to Fradley. It is anticipated that this will then be ready for the May Steering Group meeting. It is hoped that in the meantime all groups will get together and discuss what questions they would like to pose and it is hoped that the SG May meeting can be purely for the discussion of the questionnaire, or an additional SG meeting can be held for this purpose. Remember – everything has to be aimed at evidence.

To prepare for this the Strategy Group thought it would be beneficial if all task group co-ordinators were to present their own ideas at this meeting so that the questionnaire format can be decided upon.

ANALYSIS

Consideration has to be given to the analysis of such questionnaires and therefore, once again, Will Chapman's advice will be sought.

SUSTAINABILITY APPRAISAL

David has acquired a copy of the Sustainability Appraisal (300 pages) and will be proof reading this and extracting anything that relates to Fradley which will aid in the provision of evidence for task groups. This will then be forwarded onto the relevant task group co-ordinators. David will explain in more detail at the next SG meeting that he attends, if required.

NEIGHBOURHOOD PLANNING SEMINAR

Three members of the Strategy Group will be attending the Seminar in Lichfield and it is hoped that we can pick up some useful information.

It was agreed that the following information would (hopefully) be obtained by the group to help with the process:

- Discover how to ascertain the Fradley Census
- Discover how to acquire information on age groups, housing types, family numbers, employment/unemployment, numbers of children etc.
- What tools can be used for questionnaire analysis
- Obtain contact names and addresses of professionals that would be useful to the Strategy Group/All task groups
- Sustainability Appraisal – who can help at Lichfield District Council or similar organisations.

DATE OF NEXT MEETING

Thursday 23rd April, 7.30 p.m. The Croft

NOTES ON SEMINAR, LICHFIELD FRIDAY 27TH MARCH 2015

- Currently 1,400 communities have started their NPs. Equates to 6.1m people
- Support package until 2018 is £8,000
- Google 'mycommunityrights' where there are many templates available
- Important to review NPs every 3 – 5 years
- NPs will be continued into the next government
- Alrewas NP took 2 years to submission to LDC. One group they had, which we do not specifically have is Public Realm (explained in: <http://www.arc-online.co.uk/public-realm/what-is-public-realm>)

FLOODING

Dr Harvey Rodda, Hydro-GIS Ltd

Flood risk assessment info can be taken from Environment Agency, Geological Society, Local Authority, though not necessarily up to date. Recommended to do own survey backed up by photos, local knowledge etc. Insurance implications.

GIS – computer software for presentations, editing, analysis and visualisation

Search Cranfield University for geological maps

Environment Agency has surface water flooding risk maps. Look at topography shown by a digital terrain model (DTM).

Flood Authority is first port of call

ENVIRONMENT

Wetland specialist – Rob McInnis, MD – RM Wetlands and Environment Ltd. rob@rmwe.co.uk – looks at alternative use of flood risk management – as a resource.

Debbie Taylor, SCC, Heritage Architect.

Sources of research:

Historical Environment Record in Staffordshire CC offices (historic farmsteads)

Suzy Blake – Environment Records office. Email her at staffordshire.gov.uk

www.staffordshire.gov.uk/historic-environment-record

This is of material importance – developers have to do a survey of significant historic importance.

NPPF – paras. 58, 126

Characterisation Projects carried out by SCC for NPs

When doing NP – important to look at the character of the area.

IMPORTANCE OF EVIDENCE BASE

Heritage Gateway – exeGesis

CONSERVATION

Debbie Boffin, Conservation Officer, LDC

Heritage assets include:

Listed Buildings, conservation areas, ancient monuments, parks and gardens, important hedgerows, local list buildings (not listed but of historical importance)

Local list buildings (post 1850) need to be taken into consideration when making a NP. (criteria: special archways, Victorian architecture, historic interest, landmarks, social/economic interest).

Church – look at gravestones which may aid in the history of the health and social mix – can feed into the history of the NP in the village.

Historic Environment Record (HER) will give advice.

Heritage Gateway

www.historicengland.org.uk/images-books/publications/knowingyourplace

RIGHTS OF WAY

200 in Staffordshire, authorities are clearing just 4 a year (for some reason bound by legal restraints)
CAN WE HELP??

If clearing is not done and ROWs are not used the land will be reclaimed by the owner by 2024/2026.
When doing NPs this should be considered and inserted into plans. ?PCs don't regard this their responsibility.

Will Chapman plans to put info onto their NP website

TRANSPORT

Alan Bailles, MD, The Transportation Consultancy www.ttc-transportplanning.com

Strategic Transport Network – A38

Local transport and funding comes from Government.

LEPs

Maintenance funding comes from developers

Funding from private sector

Funding from Europe.

Local Sustainability Transport Fund (2012) controlled by LA. Allocated £600m to 96 packages to 77 LAs, plus additional growth fund.

Road Investment Strategy – plans to turn A38 into a potential expressway – How to attract funding into plans for roads?

Highways Agency can object to A38 junctions/development (!!!!)

Consider the impact of the HS2 on the NP

MAKE SURE EVERYTHING IS DELIVERABLE

CANALS

Heather Clarke – head of Strategy Planning, Canal and River Trust (was Brit. Waterways)

TPCA Document - website: tcpa.org.uk/pages/inland-waterways

canalrivertrust.org.uk

helen.edwards@canalrivertrust.org.uk - has census and demographic information of Fradley