

Neighbourhood Plan Steering Committee Meeting – 9th April 2014

Held at: St. Stephens Church, Fradley

Acting Chairman – Bob Carruthers

Minutes (*DRAFT*)

Present: Bob Carruthers (Acting Chairman), Cllr. Simon Roberts, Darell Baumber, Jane Piper, Julia Usher, Sandy Carruthers, Paul Causer, Jo Spence, Linda Wild

1. Apologies

Richard Fish, Rachel Shinebaum, Lawrie Walford

2. Approve Minutes of previous meeting and matters arising

The minutes of the 26th March meeting were approved.

Matters arising: It was agreed to contact Ros Robb and ask if the meeting with Hay End Lane developers could be held on the morning of Tues 15th April or Friday 25th April. It was also noted that Ros Robb had replied to an email sent asking for details on reserved matters, Section 106 monies and SAB. It was felt by the committee that Ms Robb had not answered the questions with the details we sought. It was proposed that Cllr. Roberts should contact Ms Robb to ask her to reply to this email with the details we asked for.

3. Introductions / New members

Two new members of the committee were introduced: Mrs Jo Spence and Mrs Linda Wild

4. Standing orders / governance / Confidentiality of emails and meetings

The following items of governance were agreed and should be written up into standing orders and presented to the Parish Council for their general consent:

- All Steering Committee meetings and Sub-committee meetings should have an Agenda and minutes should be taken and made available to the Parish Council
- All minutes (once approved) should be made available to the public. The media to be used should include: the Parish Council website, the Fradley Communique Facebook page, the Fradley Village Development Opposition Facebook page, Parish notice boards and details posted in the Lichfield Mercury informing residents how these minutes can be found
- All meetings should last no longer than 2 hours
- Meetings should be held at least once a month
- The Steering Committee should comprise of between 10-15 people with at least one of these people being a serving Parish Councillor
- It is required that at least 50% of members must attend meetings in order to make them quorate

- All members of the Steering Committee should be residents of Fradley Parish
- Sub-committees should comprise of between 3-15 people with the Chair being a serving member of the Steering Committee
- At least 75% of Sub-committee members should be residents of Fradley Parish
- Public meetings / consultations should be held regularly to understand the views of residents
- All emails to Committee members and the public should be sent from Fradleyvillageplan@outlook.com address with personal email addresses to be kept confidential

5. i) Identifying the issues

- Influencing existing planning applications / housing developments
- Formulating credible criteria for future developers/developments

ii) Developing a vision & objectives

Vision

To protect and enhance the environment and character of Fradley as a village.

Objectives

To provide suitable facilities for the village as it expands

To prevent duplication of these facilities by the various developers on different sites

To encourage residents to take an interest in and participate more in village life and the wider community

To maintain Fradley village as a safe environment to live

To protect and enhance the integrity of the environment

To remain attractive to residents and visitors

To continue to have a close relationship with the open countryside around it

To resist developments that may look to join Fradley with neighbouring villages or Lichfield

To develop and grow cycle paths and footpaths through the Parish

iii) Assigning of sub-committees

It was agreed to postpone this issue until the next meeting

6. Appointment of / discussion regarding a permanent Chairman

Bob Carruthers stated that he does not have enough free time to be Chairman of the group, but would consider sharing the role or becoming deputy Chair.

The committee agreed that the role of Chairman should be filled over the next 4-6 weeks , once the plan is fully endorsed by Lichfield District Council

7. AOB

It was noted that the committee had received an email from a resident concerning shale gas extraction in Fradley. Sandy Carruthers rang Staffs County Council and was told that Fradley was not on the agenda to have shale gas extracted, however all Parish Councils would be informed in May of new Governments plans regarding shale gas extraction. Sandy Carruthers to email a reply back to the concerned resident

Cllr. Roberts asked if the committee would like to have a presence at the Parish Councils Annual Parish Meeting on 6th May at the Community Hall. It was agreed that committee members would be present to update residents on the Neighbourhood Plan and to answer any questions the public may have

8. Date of next meeting

Wednesday 30th April at 7.30pm. St Stephens Church meeting room.

Minutes taken by Cllr. Simon Roberts