

Westfield Parish Council

Minutes of the Neighbourhood Plan Management Group Meeting held at the
Oval Office, St Peters Business Park, Westfield on
Tuesday 2nd February 2016 commencing at 7pm

Present: Cllrs R Hopkins (Chair), Cllr A Butcher, Mr R Bevan (Vice Chair), Cllr E Jackson, Mrs J Pack, Mr R Wallace, Mr M Woodhouse.

Also attending: Lesley Welch, Parish Clerk

36. Apologies for absence

Apologies were received from Cindy Carter, Helen Fitzgerald and Julie O'Rourke.

37. Declarations of Interest and Dispensations

All present who live in the Parish of Westfield, R Hopkins, A Butcher, R Bevan, J Pack, R Wallace and M Woodhouse, declared an interest. Parish Council agreed a dispensation at its meeting on 5th October 2015.

38. Minutes

The minutes of the meeting held on 12th January 2016 were agreed as a true record.

39. Tasks for this meeting

1. ***Promoting awareness of WNPWG*** – It was confirmed that the article produced by Richard Wallace was going to press.
Cllr Hopkins had contacted Somer Valley FM about the possibility of a Vox Pop in Westfield. This would incur a payment.
ACTION: Cllr Hopkins to investigate the possibility of taking a slot on the radio to let people know about the Westfield Neighbourhood Plan.
2. ***Informing local businesses*** – There was a discussion on the difficulty of getting businesses involved with the Plan. Whilst the South West Foundation was to conduct interviews, the Group was looking at attracting members of the business community on to the Panel to have a direct input in the Neighbourhood Plan.
ACTION: All members of the Group to invite anyone they feel might be involved to join the Group. Clerk to invite Don Morris of RADCO.
3. ***Collation of evidence and information on Westfield using the links provided by Julie O'Rourke and establishing an area profile for Westfield*** –
ACTION: Ron Hopkins to look at the documents in the link and provide guidance for the next meeting on how this work might be achieved.
4. ***Progress of the Housing Needs Survey:*** A meeting with Marc Bayliss of Worcester Research had been very helpful. Marc was to draft up what was now the Household Survey as the questions went wider than housing

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Signed **Dated**

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needs. The questionnaire would be circulated to the four Group members involved in progressing the survey. It would then be circulated by post to all households and responses would go in reply paid envelopes to Worcester Research for analysis. Anonymity was essential. A letter from the Chair of the Group was to go out to all residents in the next week giving advance notice of the survey. This letter would go on line.

ACTION: (1) Consideration also to be given to a Youth Survey on Facebook. (2) Clerk to give the South West Foundation Sam Plummer's contact details to help progress the youth consultation.

5. ***Progress on the Consultation and events via South West Foundation:***

Given the geography of the Parish, it was agreed that three consultation events would be held, one funded by the grant, the other two via the Parish Council's Neighbourhood Plan budget. All three events to be basically the same consultation, although changes might be required as we learn from each event. The events were to be held at Westhill Club, Mardons Club and Trinity Methodist Church Hall Westfield. A stall at the Fun Day was also discussed but would not form part of the consultation via the South West Foundation.

ACTION: (1) Clerk to contact all three venues to determine possible dates and times. If possible the events to be held at different times of day eg, one evening, one afternoon and one morning. (2) Clerk to contact South West Foundation to try to firm up the dates and times.

40. **Tasks for the next meeting**

- (1) ***SWOT Analysis:*** The SWOT analysis produced at the last meeting was circulated and the following items were added:
 - Opportunities – to improve and open up public footpaths in the green spaces either side of Westfield.
 - to beautify the environment for example by creating historic noticeboards and improving footpaths
 - to protect valued green space.**ACTION:** All members of the Group were asked to give thought to local treasures in the area. What makes Westfield? What should be kept, what could be replaced?
- (2) ***Strategic Environmental Assessment (SEA)*** – the Group agreed it was worth looking ahead at which reports would be needed next.
ACTION – Clerk to ask Julie O'Rourke if an how BANES can provide support in carrying out an SEA.
- (3) ***Traffic Census and Tree Survey*** – Cllr Hopkins available for a meeting on Thursdays or Fridays to discuss these item with officers of BANES.

41. **Next Meetings**

The next meetings would be 23rd February, 15th March and 5th April at 7pm at the Oval Office, Cobblers Way.

The meeting closed at 8.40pm.

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Signed **Dated**