

Westfield Parish Council

Minutes of the Neighbourhood Plan Management Group Meeting held at the
Oval Office, St Peters Business Park, Westfield on
Tuesday 23rd February 2016 commencing at 7pm

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

Also attending: Lesley Welch, Parish Clerk

42. Apologies for absence

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

43. Declarations of Interest and Dispensations

All present who live in the Parish of Westfield, Mrs Evans, 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.

44. Minutes

The minutes of the meeting held on 2nd February 2016 were agreed as a true record.

45. Tasks for this meeting

1. ***Informing local businesses*** – All members of the Group had been asked to invite anyone they feel might be involved to join the Group. Cllr Hopkins had written to the Chamber of Commerce, with no response as yet. The Clerk had invited Don Morris of RADCO to the Group, no response as yet.

Action: Cllr Hopkins to write directly to local companies. All Working Group members to email Cllr Hopkins the names of any companies / land owners they feel might be interested in joining the Group.

2. ***Collation of evidence and information on Westfield using the links provided by Julie O'Rourke and establishing an area profile for Westfield*** –

The 2010 Multiple Deprivation Indices showing changes over the past 5 years, the Strategic Health Needs Assessment, Poverty Rates for Children and Information on Domestic violence were all suggested as being helpful in this work.

Action: Ron Bevan kindly offered to undertake this work.

3. ***Progress of the Housing Needs Survey:***

(1) Consideration to be given to a Youth Survey on Facebook.

(2) The Clerk had given the South West Foundation Sam Plummer's contact details to help progress the youth consultation.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

(3) There was a discussion on whether this survey should be in a wider form to include all aspects of the neighbourhood such as green spaces etc. Advice to be sought from Julie O'Rourke.

Action: Following the comments which were made on the survey by the Group, the Clerk to collate the comments and re-circulate for final amendments before print. If Julie O'Rourke felt a wider survey would be beneficial then another meeting of the Group might be necessary.

4. **Progress on the Consultation and events via South West Foundation:**
The dates and times of the Consultation events were noted.

Action: The dates of the consultation events to go out on social media and Group members to look at ways of setting up a website just for the Neighbourhood Plan.

5. **To consider forming a History Sub Group to research the A367 Fosseway, built in 49AD.**

Joan Pack was thanked for her article on the history of Westfield.

Action: (1) Joan's article to be copied to all members of this Group, it would be put on the website and broken down into sections for the Westfield Warbler, with a request for anyone to send in historic photos of Westfield. (2) Joan Pack to continue compiling items relating to the history of the area for the Neighbourhood Plan.

6. **Local Treasures**

The Group gave feedback which would be collated into a single document.

7. **Strategic Environmental Assessment (SEA)** BANES had confirmed that the SEA and HRA would be commissioned and paid for by BANES at the options/draft plan stage.

8. **Traffic Census**

Action: The Clerk to continue to chase for this information.

9. **Tree Survey** – this had been requested of BANES.

46. Tasks for the next meeting

Due to the lateness of the hour, the Group did not have time to consider Julie O'Rourke's e mail of 11th February outlining the next steps. However, the Chair asked all Group members to look at the Gantt chart circulated and give thought to whether they might lead any of the sections outlined.

47. Next Meetings

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

The meeting closed at 10.30pm.

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Signed **Dated**