

## **Binley Woods Parish Plan Steering Group - Meeting 2**

**Morrison Room, Binley Woods Village Hall**

**Thursday, 24<sup>th</sup> November 2011 – 7.30pm**

**Attendees:** Chris Bowen (CB)  
Avis Dolan (AD)  
Karen George (KG)  
Linda Harbour (LH)  
Diane Henderson (DHe)  
John Henderson (JH)  
Doug Hodgkinson (DHo)  
Evelyn Humphries (EH)  
Mark Pickles (MP)  
Kath Salisbury (KSa)  
Ken Short (KSh)  
John Stanley (JS)  
Heather Timms (HT)  
Anne Tippett (AT)  
Barbara Wilson (BW)  
Viv Wood (VW)

**Apologies:** Fred Harper (FH)  
Sherry Kayiatou (SK)  
Janet Outhwaite (JO)  
Brian Reeves (BR)  
Paul Salisbury (PS)

### **1. Apologies**

Apologies were received from five Steering Group members as documented above.

### **2. Minutes & Actions**

There were no comments on the minutes of the previous meeting. The action list was reviewed and an updated list is appended to these minutes.

### **3. Officers' Reports**

#### **3a. Chairman's Report**

KSh gave an upbeat report with all three Sub-groups having met and each starting to make good progress. Reports from each of the Sub-groups are given later in these minutes.

Unfortunately, due to other commitments Jill Cheverton had decided to step down from the Steering Group. Jill would however continue as a volunteer and be available to deliver newsletters, questionnaires, etc.

KSh had made contact with a number of local government bodies:

- Warwickshire Rural Communities Council, who were unable to help with the Binley Woods Parish Plan as Rugby Borough had withdrawn their funding;
- Warwickshire County Council, who stated that Rugby Borough Council and the Rugby Local Strategic Partnership (LSP) would be better placed to help;

- Rugby Borough Council, where Ross Middleton from the Forward Planning Department is our primary contact. Ross has agreed to arrange a meeting between himself, Rob Back (the head of Forward Planning) and DH to discuss the Village Design Statement.

**Action:** DH to contact Ross Middleton to expedite the meeting with Ross and Rob Back.

- Rugby LSP. KSh circulated a 'Protocol for Engagement' from the LSP which shows that initial help would be on offer at the stage where key issues have been identified in consultation with residents. KSh will contact the LSP once we have an initial list of issues.

**Action:** KSh to contact LSP once the initial list of issues has been drawn up by the Parish Plan Sub-group.

KSh reported that the newsletter had been received from the printers and that they were in the process of being distributed to residents. Old Lodge Farm and Roseycombe Cottages had been omitted from the distribution list - DH agreed to deliver copies to these residents.

**Action:** DH to deliver copies of the newsletter to Old Lodge Farm and Roseycombe Cottages.

**Action:** KSh to update the distribution list to include Old Lodge Farm and Roseycombe Cottages.

### **3b. Treasurer's Report**

KSh circulated a copy of the project budget and the November financial statement.

KSh reported that the project budget had been set at £11,989 and that this had been agreed by the Parish Council at their meeting on 16<sup>th</sup> November. KSh further reported that as at the end of November the projected spend to date was £33 under budget.

The Parish Council has expressed a desire that nobody involved in the project should be out of pocket as a result of their involvement. To that end, KSh had drawn up a draft expenses claim form and a set of rules which had been included in the Project Plan. Once the Project Plan has been authorised by the Parish Council, hopefully at their meeting on 14<sup>th</sup> December, KSh will circulate the expense form to Steering Group members.

**Action:** KSh to circulate the authorised expenses claim form to Steering Group members.

### **3c. Webmaster's Report**

JS reported that the 'Wordpress' website was up and running and being updated with Parish Plan information. There had been 149 hits thus far in November and six residents had signed up to receive e-mail updates.

JS was keen to post some form of request for comments on the website in order to raise interest and get some form of interaction going. It was suggested that this request could be a tad controversial, for example would you support the building of a fish and chip shop on the library site. JS will draft some words.

**Action:** JS to draft a 'request for comments' for the website.

JS will write some guidelines to enable others to post material directly to the website. JS requested that material sent to him for inclusion on the website should be sent as both a PDF (for possible inclusion as a download) and a Word document (in order that elements can be readily extracted for the main page of the website).

**Action:** JS to write guidelines for posting material to the website.

JS was trying to establish ownership of the 'orphaned' Binley Woods Facebook page, but needed input from the Clerk of the Parish Council, John Cook, to enable this to happen.

**Action:** JS to contact John Cook over the Binley Woods Facebook page.

### **3d. Press Officer's Report**

AT reported that she had made initial contact with the Coventry Telegraph and BBC Coventry & Warwickshire. When we have some positive news (eg the date for the Public Meeting has been set) AT will draft a press release in order to publicise the project.

**Action:** AT to draft a press release to publicise the Parish Plan project.

## **4. Sub-group Reports**

### **4a. Parish Plan Sub-group**

KSh reported that the PP Sub-group had started to develop an initial list of issues relating to Binley Woods. A 'crib-sheet' of possible issues had been used to drive the process and the Sub-group was half way through that list.

The next PP Sub-group meeting was set for 2<sup>nd</sup> December and at the next meeting it was hoped to complete the initial list of issues and then for the Sub-group to bend its collective mind around how to gain input from the wider community.

### **4b. Housing Needs Sub-group**

VW reported that the HNS Sub-group had met with Richard Mugglestone from Midlands Rural Housing and that Richard had confirmed that MRH would be undertaking the Housing Needs Survey at no cost to ourselves.

Richard had suggested that the Housing Needs Survey should be completed in a shorter timeframe than the main survey. This had several advantages, including:

- Residents would see early evidence of progress from the Parish Plan project;
- They would be asked to complete two shorter questionnaires rather than one long one;
- Residents would have the opportunity to seek guidance on completing their questionnaires at the public meeting at the end of March; and
- There would be an opportunity to seek residents' views on the outcome of the Housing Needs Survey in the main questionnaire, if necessary.

IT WAS AGREED that the Housing Needs Survey would proceed in the shorter timeframe.

The option of holding £50 prize draw to encourage residents to complete their Housing Needs Survey questionnaires was discussed. IT WAS AGREED to offer a £50 cash prize and KSh will seek the approval of the Parish Council for this.

**Action:** KSh to seek Parish Council approval for a £50 cash prize for the Housing Needs Survey.

VW reported that Richard Mugglestone had made contact with the Revenues Department at RBC with the aim of obtaining some demographic information about the village.

The initial draft questionnaire and covering letter had been received from Richard Mugglestone and the HNS Sub-group would meet on 1<sup>st</sup> December to review the documents.

### **4c. Village Design Statement Sub-group**

DHo reported that the VDS Sub-group had met and held a generalised discussion on the way forward. DHo will draft some notes to help focus the Sub-group's minds on the task in hand for their next meeting on 9<sup>th</sup> December.

## **5. Project Plan**

KSh reported that a draft of the Project Plan had been submitted to the Parish Council and it was hoped that the Parish Council would sign off 'Version 1' of the Plan at their December meeting.

In the meantime, KSh requested that if any members of the Steering Group had further comments on the draft Project Plan they be sent to him by the end of November.

**Action:** Steering Group members to send comments on the draft Project Plan to KSh by 30<sup>th</sup> November 2011.

## 6. Logo

There was a healthy discussion on the logo for the Parish Plan project. The Steering Group was very much in favour of adopting a logo that differentiated us from the Parish Council, but thought that the 'oak tree' logo was too similar to certain logos used by other local organisations.

After some discussion, IT WAS AGREED that KSa would approach her neighbour who was a graphic designer to ask him to develop a logo similar to the 'oak tree' logo but including more trees (eg a birch tree) to reflect the 'Woods' in the village name. Once the new logo had been received, KSh would organise an e-mail vote to determine which logo we should use. KSh was keen to have the logo agreed as soon as possible, and IT WAS AGREED that a deadline of Sunday, 4<sup>th</sup> December would be set for the receipt of the candidate logos.

**Action:** KSa to ask her neighbour to produce a revised logo by 4<sup>th</sup> December 2011.

**Action:** KSh to organise e-mail ballot to determine which logo we should use.

## 7. Nominations for Vacant Officer's Positions

There were no nominations for the position of Vice-chairman, and it was agreed that this would be carried forward to the next meeting.

CB expressed an interest in the Treasurer's position and KSh agreed to meet with CB to explain the role in detail.

**Action:** KSh to meet with CB to explain the Treasurer's role.

JH expressed an interest in the Volunteer Coordinator's position and KSh agreed to meet with JH to explain the role in detail.

**Action:** KSh to meet with JH to explain the Volunteer Coordinator's role.

## 8. AOB

### 8a. Distribution Sub-group

FH suggested the formation of a Distribution Sub-group that would consider how best to distribute questionnaires around the village to maximise the number of returns. IT WAS AGREED to form a Distribution Sub-group and KSh asked Steering Group members with relevant experience to consider joining this group.

**Action:** Steering Group members to consider if they wish to join the Distribution Sub-group

**Action:** KSh to arrange an initial meeting of the Distribution Sub-group for January 2012

### 8b. Steering Group Meeting Dates

It had been pointed out that the Steering Group meetings followed the Parish Council meetings each month and that it might be preferable to hold Steering Group meetings ahead of Parish Council meetings. After some discussion, IT WAS AGREED to leave the Steering Group meetings as the last Thursday of each month.,

### **8c. Regular Sub-group Meeting Dates**

It was requested that the PP and VDS Sub-groups should set regular dates for their monthly meetings for the period January to July 2012. IT WAS AGREED that members of the two Sub-groups would reach a consensus on a regular meeting date at their December meetings.

**Action:** Members of the PP and VDS Sub-groups to set regular meeting dates for the period January to July 2012.

### **8d. Volunteer Briefing Session**

There was a need to make our volunteers feel part of the team and to brief them on what we expected of them in terms of delivering questionnaires, etc. IT WAS AGREED to hold a 'Parish Pan Get-together' where Steering Group members and volunteers could socialise over a cup of coffee and learn more about the Parish Plan and the key part that they play in its development.

Given that the Housing Needs questionnaires would be ready for delivery in early March, it was agreed that the Parish Pan Get-together should take place in mid-February.

**Action:** KSh to book the Morrison Room for a Parish Pan Get-together in mid-February.

### **8e. Public Meeting**

We need to arrange a Public Meeting around the end of March (Saturday, 24th March was suggested, subject to the availability of the Village Hall). The purpose of this meeting would be:

- To enable residents to see the progress made on the Parish Plan and the Village Design Statement and to contribute their ideas on issues facing the village and aspects of the village that they like or don't like;
- To provide support to residents with their Housing Needs questionnaires.

It was suggested that residents should be encouraged to bring along old photographs of the village, which could be scanned on the day. These photos could be a useful component of the printed Parish Plan and/or Village Design Statement documents, and could be made available to any future project looking at the history of the village.

**Action:** KSh to book the Village Hall for Saturday, 24<sup>th</sup> March (or alternative date of the Hall is not available) for the Public Meeting.

### **8f. Impact of the Localism Bill**

The Localism Bill is currently on its way through parliament, but the impact on the project, if any, is unclear and requires further investigation. There might, for example, be some funding or help in the form of advice and guidance available to us. Could we be seen as some sort of 'pilot project'?

**Action:** KSh to investigate the impact of the Localism Bill

## **9. Next Steps**

The Sub-groups will continue their work on the three main components of the Parish Plan.

## **10. Date of Next Meeting**

The next Steering Group meeting will be on Thursday, 26<sup>th</sup> January 2012 at 7.30pm in the Morrison Room.

## ACTION LIST

### 1. New Actions From This Meeting

<i>No</i>	<i>Action</i>	<i>Name</i>
2-01	Contact Ross Middleton to expedite the meeting with Ross and Rob Back	DH
2-02	Contact Rugby LSP once the initial list of issues has been drawn up by the Parish Plan Sub-group	KSh
2-03	Deliver copies of the newsletter to Old Lodge Farm and Roseycombe Cottages	DH
2-04	Update the distribution list to include Old Lodge Farm and Roseycombe Cottages	KSh
2.05	Circulate the authorised expenses claim form to Steering Group members	KSh
2-06	Draft a 'request for comments' for the website	JS
2-07	Write guidelines for posting material to the website	JS
2-08	Contact John Cook over the Binley Woods Facebook page	JS
2-09	Draft a press release to publicise the Parish Plan project	AT
2-10	Seek Parish Council approval for a £50 cash prize for the Housing Needs Survey	KSh
2-11	Send comments on the draft Project Plan to KSh by 30 <sup>th</sup> November 2011	All
2-12	Ask neighbour to produce a revised logo by 4 <sup>th</sup> December 2011	KSa
2-13	Organise e-mail ballot to determine which logo we should use	KSh
2-14	Meet with CB to explain the Treasurer's role	KSh
2-15	Meet with JH to explain the Volunteer Coordinator's role	KSh
2-16	Consider joining the Distribution Sub-group	All
2-17	Arrange an initial meeting of the Distribution Sub-group for January 2012	KSh
2-18	PP and VDS Sub-groups to set regular meeting dates for the period January to July 2012	PP & VDS Sub-groups
2-19	Book the Morrison Room for a Parish Pan Get-together in mid-February 2012	KSh
2-20	Book the Village Hall for Saturday, 24 <sup>th</sup> March (or alternative date of the Hall is not available) for the Public Meeting	KSh
2-21	Investigate the impact of the Localism Bill	KSh

## 2. Actions Carried Forward From Previous Meetings

<i>No</i>	<i>Action</i>	<i>Name</i>
1-01	Members of the Steering Group to consider if they want to put themselves forward for the role of Chairman	ALL
1-02	Members of the Steering Group to consider if they want to put themselves forward for the role of Vice Chairman or Treasurer	ALL
1-07	E-mail JS photos of Binley Woods for possible inclusion in the banner	ALL

## 3. Actions Closed At This Meeting

<i>No</i>	<i>Action</i>	<i>Name</i>
1-03	Obtain a copy of Wolston Parish Plan for reference	DHo
1-04	Obtain and circulate a map of the Parish	KSh
1-05	Arrange initial meetings of the three Sub-groups, with Richard Mugglestone from MRH attending the Housing Needs Sub-group meeting	KSh
1.06	Circulate by e-mail details of methodologies and examples of completed Parish Plans, Housing Needs Analyses and Village Design Statements to members of the Sub-groups (KSh)	KSh
1-08	Draw up a distribution list for the newsletter based upon members and volunteers home addresses	KSh
1-09	Book the Morrison Room for the next 12 months and publish a calendar of future meetings	KSh