

**Binley Woods Parish Plan Steering Group – Meeting 3**  
**Morrison Room, Binley Woods Village Hall**  
**Wednesday 25<sup>th</sup> January 2012 – 7.30pm**

**1a Attendees**

Kath Salisbury(KSa)	Sherry Kayiatou(SK)	Mark Pickles(MP)
Doug Hodgkinson(DHo)	Anne Tippet(AT)	Viv Wood(VW)
Evelyn Humphreys(EH)	Chris Bowen(CB)	Paul Salisbury(PSa)
Diane Henderson(DHe)	Ken Short(KSh)	John Henderson(JH)
Brian Reeves(BR)	Linda Harbour(LH)	Heather Timms(HT)
Fred Harper(FH)		

**1b Apologies**

Jan Outhwaite	John Stanley	Karen George
Barbara Wilson		

**2 Minutes and Action list from meeting 2**

**Minutes of Meeting 2** were taken as read

**Action list** items -2.01, 2.02, 2.07, 2.09, Carried Forward to next meeting- ---See Appendix

All other items to 2.20 completed and closed. Item 2.21 to be dealt with later in this meeting

**3 Officers Reports**

**Chairman**

KSh reported that a lot had happened in the intervening time between meetings. Sub Group Meetings had taken place. Chris Bowen is now Treasurer and John Henderson is Volunteer Coordinator. KSh spoke briefly about the future programme (to be dealt with in detail under agenda item 5). KSh gave some detail about the Localism Bill, including Neighbourhood Plans. These plans and the Parish Plan (PP) are different but the PP could give rise to a Neighbourhood Plan. Paul Salisbury gave as an example a developer's approach to the Parish Council (PC) about possible development on the north side of Rugby Rd.

**Treasurer**

CB said there was little to report as yet. Expenditure was under budget at present. CB suggested that the Chairman should consider claiming some expenses, (commented upon by others present)

**Web Master**

KSh, on behalf of JS, reported that response to the web-site so far was very small and made a plea for more people to use the web site – <http://binleywoodsparish.wordpress.com> — and asked members to encourage its use by others. Some explanation about Facebook was given and its use encouraged as another means of keeping in touch with developments etc. The difference between group and individual membership was explained. Pictures could enhance interest. It could be another way to keep up to date with developments. A Twitter account had now been set up as “@BinleyWoodsPlan”

## **Press Officer**

AT reported that she was continuing to pursue media contacts. Initial contact with the Telegraph news-desk was well received. She was waiting for more information from the Telegraph on where our publicity would be available and it appeared that this could be via the Birmingham Mail web site. Contacts have also been made with the free local newspapers. A suitable press release was being prepared to publicise the PP project

## **4 Sub Group Reports**

### **Parish Plan Sub Group**

It was reported that the group had already compiled a long list of issues. All local and Village Hall user groups will be talked to to establish their likely issues. Issues have been received from groups already visited. One group had already submitted a list of ten issues. All issues received should be sent to Ken Short.

### **Housing Needs & Distribution Sub Group**

All work possible on housing needs by this group had now been completed. As a consequence of this the group has taken on all matters of distribution. A list of delivery “walks” and distributors had been produced by Ken Short each walk would involve an average of about 70 addresses.

Distribution was discussed at length by the steering group. The questionnaire would be available for distribution by the last week in February with delivery to be completed within two weeks. Maximisation of the number of completed questionnaires returned would be helped by an explanation of its purpose and offer of assistance to each household on delivery. Previous experience showed that requests for help by recipients are unlikely to be considerable. The matter of who would present the £50 prize to the winner of the draw for completing the questionnaire was discussed. Mark Pawsey MP was suggested, if available. Heather Timms agreed to check on his availability on the Open day

**ACTION** ---Heather Timms—to check on availability of Mark Pawsey MP

### **Village Design Sub Group**

To develop ideas on village design DHo had studied development in the village over decades in the 20<sup>th</sup> century and had prepared maps showing the progressive development of the village. There had been comparatively little change during the last decade. He clarified that his study did not include the modification of existing properties in latter years. Discussion had taken place on a number of issues.

## **5 Project Plan-- Forward Programme**

### **Next Newsletter**

Ken Short had produced a first draft copy of the newsletter and described its layout. The front page of the folded A4 sheet would publicise the March 24th Open Day. The centre pages to contain details about the Housing Needs Survey urging its completion and return. There would also be detail on the Open Day Programme. In order to help prevent the automatic binning of our distribution items it was agreed that if possible the newsletter should be printed on coloured paper and circulated along with the questionnaire. **KSh** to check coloured paper availability with printer. KS said it would help him if there were only 2 or 3 proof readers.

AT, LH, & MP volunteered to perform this function. Suitable Posters for publicity would be made available, their placement was discussed with decisions to be finalised .

ACTION --- KSh --to check on availability of coloured paper for newsletter

### **Get Together---February 20<sup>th</sup>**

**KSh**--explained that the purpose of this meeting was to enable group members and volunteers to get to know each other ,and to update volunteers on the present status of the project. He would prepare a draft presentation which would be circulated for comment to the Distribution Sub Group.

The delivery arrangements for the newsletter and Housing Needs questionnaire would be explained. Any delivery problems would be dealt with by the Distribution Sub Group.

The table layout in the Morrison room and the placement of publicity material was discussed.

KSa & VW would dispense refreshments in the Gallery.

Mark Pawsey MP and the Parish Council will be invited to attend.

ACTION---KSh—To circulate draft presentation for comment.

To issue invitations.

### **Open Day—March 24<sup>th</sup>**

The Village Hall was booked from 9am to 5pm. Open to residents from 10pm.

The object is to enable residents to get to know more about the Parish Plan Project and the progress to date towards its final production.

A representative of Midlands Rural Housing will be available until 2 pm to deal with any questions relating to the Housing Survey.

Any photographs should be sent to **PS** as soon as possible for scanning. LH will also do some scanning. They will form part of a slide show to be prepared by PS for showing during the day.

All members of the Steering Group agreed to be available for part of the day. A volunteer sheet will be prepared by **PS & KSa**.

Refreshments will be dealt with by **KSa**

**VW** to check on availability from FOBW of their free standing display panels for the loan for the day.

Writing materials will be available to enable residents to record their comments on any Issues they consider relevant about the village.

The possibility that B&Q might contribute with some form of sponsorship was discussed and will be followed up.

It was suggested and agreed that a summary of activities should be made available on the web site.

**Mark Pawsey MP** to be invited

**6 AOB** It was mentioned that the National Trust offered help with the production of Parish Plans.

### **7 Date & Venue of Next Meeting**

**The next meeting will be held on Thursday 23<sup>rd</sup> February at 7.30pm in the Morrison Room.**

**ACTION LIST**

<b>Items Carried Forward from previous meeting to next meeting</b>	<b>Name</b>
<b>2.01</b> —Contact Ross Middleton to expedite the meeting with Ross & Rob Back	DHo
<b>2.02</b> —Contact Rugby LSP once the initial issues have been drawn up by the Parish Plan Sub Group	KSh
2.07—Write Guidelines for posting material for the web site	JS
2.09—Draft a press release to publicise the Parish Plan Project	AT
<b><u>Items Carried Forward from this meeting</u></b>	
<b>1</b> —To check Mark Pawsey’s availability to be present during the Get Together and the Open Day.	HT
<b>2</b> —To check on availability of printing newsletter on coloured paper	KSh
<b>3</b> —To circulate a draft Get Together presentation for approval	KSh
<b>4</b> —To issue appropriate Invitations	KSh
<b>5</b> —To check availability and arrange loan of FOBW free standing display panels	VW

**NB**

The Next meeting of the Village Design Group will be held on February 14<sup>th</sup> at 7.30pm in the PAVILION (Note - change of venue due to closure of the village hall for re-wiring)

The next meeting of the Parish Plan Group will be held in the PAVILION on February 9<sup>th</sup> at 8.00pm