

Minutes of Meeting Held at Arden Academy on 04.11.2015

Present: Jane Aykroyd (JA, Chair), Karen Allen (KA), Tony Aykroyd (TA), Geoffrey Evans (GE), Ian Fisher (IF), Dave Fraley (DF); Gill Griggs (GG), Lis Hedley (LH), Bryan Hunt (BH); Louisa Jakeman (LJ); Graham Jones (GJ), Ian Kay (IK), Martin Lambert (ML), Martin Murphy (MM); Dave Pinwell (DP), Mark Sitch (MS), David Wallis (DW).

Apologies: Tony Abbott, Samantha Bradley, Mike Fisher, Arthur Hall, Cllr Diana Holl-Allen, Steve Lyle, Jean Manning, Richard Newton, Cllr Jeff Potts, Colin Winstone.

1. **Agenda Item 1 - Chair's Update**

Preparations for the Forum Launch on Sunday 15/11 are advancing well, and pretty much to plan. In the run up to the event, we have so far secured PR and publicity through the local press, local organisations, shops and community events :

- Solihull Observer - press release for 5/11
- Solihull News - press release for 6/11
- Local Events page of November 'Look Local'
- Local Events page of November 'Knowle and Dorridge Directory'
- November Knowle Church Magazine
- Knowle Society Newsletter
- DDRA newsletter
- St Philip's Church, Dorridge newsletter
- Dorridge and Bentley Heath U3A newsletter
- (a glitch with e-mail 'bouncing back' meant that we missed the deadline for the November Cornfield Advertiser)
- Over the next week, schools will be e-mailing out Launch details to parents.

Forum Launch posters have been printed and this week have been / are being posted at:

- **Knowle:** As per the Solihull Forum consultation notice in summer:- Library; church; village hall; Eric Lyons (butchers); Costa; Tesco; One Stop; Greedy Guts (sandwiches); Shoe Box of Knowle; Glasshouse Tower Jewellery; Piccadilly Cards (for Precinct Notice Board) + Smood;
- **Dorridge:** village Hall; village centre notice board; station; Sainsburys; Tesco; Costa; Ideal dry cleaners; Enzo hairdressers; The Forest restaurant; Methodist Church
- **Bentley Heath:** village hall; village centre notice board; Co-Op; Post Office; Newsagent; Vernon James (butcher); greengrocers.

The pre-Launch publicity events we have scheduled are:

- Three teams will be leafleting on 7/11 from 10 am - 4pm at: Sainsbury's in Dorridge; Tesco in Knowle; and outside the Co-Op and Post Office in Bentley Heath (where Samantha Bradley has confirmed that she, KA and Jane Holt (DDRA) will be available)
- Static display stands with information to take away will remain in Sainsbury's on 8/11
- A static display stand with leaflets will be set up in Knowle library from 9/11 – 14/11
- Bentley Heath Market have agreed to make leaflets available to attendees on 13/11

DECISION: We will also add the Knowle Craft Fair on 14/11 to our list of venues to attend

A huge amount of effort is going into creating a range of good quality publicity material needed to support all these activities :

- 10 x KDBP logo ‘branded’ tabards for those involved in leafleting and attending the local community events planned over the next couple of weeks
- a total of 18 posters for three portable display stands (arriving tomorrow – thanks Martin)
- three ‘pull-up’ banners, one for each Focus Group’s display stand
- a large 8’ x 3’ PVC banner to publicise the Forum to passers by outside the venue
- 3,000 leaflets for handing out to publicise the Forum and the Launch
- a Launch hand-out covering key content for each Focus Group’s topic area
- creation of a ‘rolling display’ to be projected in the hall at the Launch event
- creation of a new A1 Area street map for use at the Launch event
- signage for the school hall on the day
- updated membership forms (with new Area map), available for leafleting teams on 7/11
- updated member welcome pack
- we are also updating all existing paper and web content to reflect the new logo, Area map and wording to say that we are now officially designated.

For children’s entertainment at the Launch, there will be:

- biscuit decoration, led by Karen Allen
- Christmas-themed craft activities, led by ladies from the U3A craft group.

Hot off the press today is the full set of material for the Housing team, enabling us to see what the final stands will look like. Draft material has also been handed out for the Transport and Infrastructure team, with just the Leisure, Learning and Community Facilities handout left to develop. In addition, a membership stand will enable attendees to join up on Launch day. This stand will include a large map of the Area onto which attendees can place a sticker to show where they live – ie. so we know which parts of the Area we are reaching, and where there are any gaps.

Ward Councillors have been invited to the Launch day, and we are hoping the Diana Holl-Allen will open the event for us.

A massive ‘thank you’ to everyone involved in working together to achieve so much over the last 3 weeks. Special thanks go to MM for continuing to support us with printing of all our A4 and A3 sized material, leaving just the bigger items for external printing. It is great to see everything coming together, although still with lots to complete before the Launch day itself.

Looking forward, we will need to spend time updating the Web site, which has taken a bit of a back seat recently due to the workload for the Launch, including getting social media underway. It’s pleasing to report that web visits (‘hits’) have increased significantly this month, to just under 1,000. We will be tracking what happens leading up to, and after, the Launch.

The Launch marks the end of our ‘set up’ stage. We have built a strong foundation, and now need to set our focus on clearly defining what it is we need to do for the first phase of developing the Plan – between now and April 2016. Data analysis, community engagement through workshops/drop-ins, and surveys will be key – as Bryan will explain in the next Agenda item.

2. Agenda Item 2 – Planning the Plan

BH provided an overview of what we need to do next in terms of developing the Plan, covering approach, timescales, community engagement, data and evidence base – details below.

Key phases of community engagement are: **AWARENESS, ENGAGEMENT, EDUCATION, POLICIES.**

Approach

- We need a strong message of what is currently at stake (SHLAA, UK Central, creeping development, etc)
- We need to be getting, and maintaining, residents' interest on the key issues
- It is vital that we have a target membership, and get it – without which the process will fail (say 4,000 – 5,000)
- Our job will be easier if we have a list of societies and groups that we can contact and take with us on our journey through the process.

Approach for housing – we need lots of answers.....

- What have we got?
- What do we really need?
- What population do we have; the age profile, occupancy, singles, etc?
- What is SMBC policy?
- What is currently under construction, in the pipeline and newly completed?
- What are our residents thinking?

Timescales

All in all, the process is likely to take three years (including this year) - finishing in January 2018.
As a rough guide:

Year 1 (Jan 15 – 16)

Community engagement; develop and analyse evidence base; initial issues and considerations prepared; 2nd community event held and analysed.

Year 2 (Jan 16 – 17)

Community engagement and analysis; identify a vision for the neighbourhood; write draft policies / plan; all relevant parties consulted on the Plan; consider responses; prepare consultation statement ; write a 2nd draft Plan; consult.

Year 3 (Jan 17 – 18)

Submit the Plan to SMBC with supporting documents; formal publicity; modifications.
Referendum; Adoption.

Community Engagement

- It is important that residents feel we are writing *their plan* – the examiner is looking for effective public consultation, a comprehensive robust approach to reflect the needs, views and priorities of the community
- Currently (based on 2011 census) our Area has a population of c. 22,000 people:

KDBH Neighbourhood Plan Limited

Neighbourhood Forum

	Total Population	Age 20–64	Age 65+
Knowle	10,678	5,745	2,627
Dorridge & Bentley Heath	11,140	6,073	2,166

Woodcote (whose plan we are using as a benchmark): population 2,600 in 2010

- We should identify groups who each offer a different take on problems and solutions (retired people will have a different take on things to, say, young mums and our youngsters)
- Use of questionnaires, which are a powerful tool for evidence
*(It was noted in discussion that the KS/DDRA initial leaflet drop to all households last year was done through Look Local at a cost of c. £700.
Also, that design of surveys and questionnaires is one area where we may need help so as to ensure correct and appropriate wording - eg. to avoid asking leading questions.)*
- Workshops used to target specific hot topics (eg. where to locate new housing and amenities)
- Website, social media (updated regularly) and local newspapers (monthly articles, eg, in KS and DDRA newsletters, Parish magazines etc) – **do we need a media lead on communications?**
(It was noted that the DDRA AGM is in early March 2016.)
- Further open day or drop-in events, perhaps in the library on a few occasions – eg. a Saturday morning ‘drop in’ session run as a Neighbourhood Planning ‘surgery’.
- KDBH newsletter (for those who cannot navigate the web).

Data and Evidence Base

The Council must adopt the plan if there is more than a 50% majority of those voting in favour.

The Plan is examined against the following:

Consultation Report:- setting out who was contacted, how and when, together with the outcome of consultation. The examiner must satisfy himself that consultation was carried out in an open and comprehensive manner, being significant and robust.

Basic conditions of the ‘Town and Country Planning Act’ have to be met (National Policies; Sustainable Development achievement; Local Plan conformity)

EU Obligations compatibility

Human Rights Act has regard to fundamental rights and freedoms

Scoping Report for English Heritage, Natural England and the DOE

National Planning Policy Framework (2012)

The Localism Act (2011)

Equality Assessment considers the promotion of equality and fairness of opportunity, which should be at the heart of public policy.

ACTION: JA to arrange a Steering Group meeting after the Launch to draw up an initial draft approach and plan for activities through to April 2016, for discussion at December's Forum.

Going forward, Focus Groups will be at the heart of activities, with members of the community potentially looking to join the existing teams. We therefore now need to formalise meeting dates, minutes, decisions etc, and make these more widely known on our web page. We will also need to plan for cross-Group working, with the teams coming together periodically to discuss developments 'in the round'.

ACTION: Focus Group Leads to provide JA with:

- meeting dates through to April next year, for publication on the KDBH website
- minutes of their last meeting each month, for issue with the Forum Agenda. This will enable Forum discussion to focus on key points or issues arising, ie. not just progress update.

From discussion with SMBC, BH believes Independent Examiner costs will need to be met from Forum funds - although others thought this was not the case.

ACTION: BH to confirm who meets the cost of the Independent Examiner.

3. **Agenda Item 3 – Focus Group Presentations**

In readiness for the Launch, it is important that everyone is fully up-to-speed with what each Focus Group has been doing, and with headline points for discussion. These points are being summarised in handouts prepared by each Group.

The Housing and Transport and Infrastructure teams talked through their handouts, with an opportunity for discussion and questions. (Please see attachments accompanying these minutes.)

Housing: We don't yet know how many houses Solihull will need to build. However, the Peter Brett survey commissioned by the Council is now available - the report goes to cabinet next week, when the distribution of new housing requirements is likely to be considered.

Transport and Infrastructure: LJ is now leading this Focus Group. The main aim is to ensure that new development does not have a negative impact on current infrastructure.

Leisure, Learning and Community Facilities: this team's handout is not yet finalised. It will be circulated to Focus Group members over the coming weekend for review, so as to be ready for printing into posters on 11/11 for the Launch display stand. (*Editor's note: the completed handout now accompanies these minutes for completeness.*)

Solihull Council have a huge amount of data, and one of our challenges is going to be sifting through all this to extract just what we need relevant to our Area.

In discussion arising, a query was raised about whether we may in due course need a separate 'Employment and Retail Group'?

4. **Agenda Item 4 – Launch Campaign**

Largely addressed as part of the Chair's Update.

MM has confirmed that public liability for the Launch event in the school hall is covered by Arden school.

ACTION: JA to arrange a Steering Group meeting to finalise details of the Launch event itself.

ACTION: DP to take copies of the Forum Launch poster for distribution around Knowle in the same locations as used for the SMBC Forum consultation notice in summer.

5. Agenda Item 5 – Membership Update

We now have a total of 78 members - although IK is still chasing up 30 of the early joiners (who confirmed membership by e-mail) to request that they complete the 'official' membership form that is now available.

6. Agenda Item 6 – Treasurer's Update

The bank account application has been submitted. Director signatures are required to complete the process.

JA advised that the cost of all the (re-usable) publicity material and supporting items was currently just under £1,000. MM has also paid for the portable display stands.

DECISION: Re-confirming a previous decision that, pending establishment of the Company bank account and receipt of funds from SMBC Ward development plans, KDBH costs incurred personally will be re-imbursed.

7. Agenda Item 7 – Minutes and Actions from previous meeting

Update on outstanding actions:

- **MM/Learning & Community Facilities Group** to contact the Neighbourhood Policing Team to gain their thoughts on the Youth perspective. **CARRIED FORWARD**
- **BL / Transport Focus Group** to provide a list of current transport issues to SMBC Transport liaison. **CARRIED FORWARD**
- **ML** agreed to liaise with Solihull MBC to re-confirm the transport issues they currently have logged for our area, and the latest status / progress on these. **CARRIED FORWARD.**
- **JA and BH / other Steering Group members** to create a presentation for the special meeting of the Solihull Partnership on Wednesday 25/11 dedicated to the topic of Neighbourhood Planning. **CARRIED FORWARD**

8. Agenda Item 8 – AOB

IK mooted the idea of running a photography competition as a way of involving local people in the planning process – photographs could be used both on the website and, ultimately, in the final Plan. IK has contacted the Knowle photography group to sound out their views on this.

DECISION: In principal, it was agreed that funding should be made available to award prizes for a photo competition (estimated to cost <£100).

9. **Agenda Item 9 – Confirm Date and Focus of Next Meeting**

The next Forum meeting will be on **Thursday 3 December, at Arden Academy, starting at 7pm**. The agenda will include:

- Speaker: Mike Blomer, from Hampton in Arden Parish Council - giving us an insight into how they approached the first stages of plan development and community engagement, and lessons learned
- Agree timetable of activities, and what we need to achieve, for Plan development from Dec 2015 – April 2016
- Review of Launch activities and outcomes.

Dates for your calendar: proposed Forum meeting dates through to Easter 2016 (to be confirmed at next meeting) are:

January 13th

February 11th

March 9th

April 13th

EDITOR'S NOTE: CHANGE IN MEETING DATE TO 2 DECEMBER 2015

(same time / place)

Since the meeting, MM has advised that the school is holding a big concert on 3 December, so we will need to move the Forum meeting to 2 December 2015, starting at 7pm, Arden School.