

# Minutes of Neighbourhood Plan Steering Group Meeting

11th November 2021

At  
19:30

Village Hall  
Buds Road  
Cannock Wood

## Attendees:-

Kevin Salter (KS)  
Avril Green (AG)  
Amanda Lightbody (AL)  
Ben Bradley (BB)  
Claire Borg (CB)  
Gavin Wallbank (GW)  
John Green (JG)  
Elizabeth Whiteley (EW)  
Maureen Allen (MA)  
Sue Janes (SJ)  
Steve Wroe (SW)  
Tom Corkley (TC)

## Apologies:-

Anne Wallbank  
Emma Frison  
Fiona McMullen  
Lesley Baker  
Paul Thomas  
Pete Redding

- 1 Minutes of meeting held on 25<sup>th</sup> October 2021 - Approved
- 2 KS explained his current position of Electoral Parish Councillor and his current residential position  
KS is on the Working Group as Parish Council lead on Neighbourhood Plan and the Working Group has asked KS to chair the Working Group meetings
- 3 Term of reference issued by Parish Council, read by the Working Group and accepted  
Working Group members signed to acknowledge ToR's  
Roles within the ToR agreed to be kept to minimum initially  
Further positions to be appointed as needs arise
- 4 Neighbourhood Plan signs to be erected by 12<sup>th</sup> November 2021  
Survey to be delivered between 12<sup>th</sup> – 15<sup>th</sup> November 2021
- 5 To ensure total transparency and to gather information for the Neighbourhood Plan Survey  
Communication is to be made with the following organisations:-
  - Village Hall Committee - SJ
  - Playing Fields Committee - FM
  - Beau Desert - KSAnd others to be arranged
- 6 Analysing Database is set up. All returned surveys to be inputted. Long written answers to be analysed by survey Input Team
  - Input Team - EW supported by others as requiredSub groups are to be formed to analyse survey data and information gathering for the following Categories, with the following Group Leaders appointed:-
  - Housing - SW
  - Environmental/Sustainability - AL
  - Transport - CB
  - Wellbeing/Infrastructure/Community - EW

- 7 Grant approval verbally announced on 11<sup>th</sup> November 2021, awaiting formal documentation from “Ground Works”  
AECOM have received approval to carry out an independent housing needs survey
- 8 Consultant Eddy Taylor visited CW on 10<sup>th</sup> November 2021 and carried out walk around village  
Formal discussions were held with the Working Group Members. Working timetable has been created (copy available on request) with timelines and responsibilities identified
- 9 Website for Neighbourhood Plan Working Group is currently being worked on  
Access to website is controlled by the Parish Council - SJ point of contact  
A Neighbourhood Plan Newsletter is planned for regular updates – Work In Progress  
News Articles regarding current and historic stories are sort after – Work In Progress  
Historic photographs of village life are sort after
- 10 The following positions have been appointed by the Working Group:-

Chair	-	KS
Communications Officer	-	AW
Project Manager	-	EW

With no further business, the meeting closed at 21:30 hours

Next Official Meeting	-	Tuesday 7 <sup>th</sup> December 2021 @ 19:00 hours
Working Meeting	-	Monday 29 <sup>th</sup> November 2021 @ 19:00 hours