

**Charlton Parish Plan
Committee Meeting Minutes**

<p>Date: 21/01/10,</p> <p>Location: Charlton School Room</p> <p>Time: 7.30pm</p>	<p>Attendees: Elaine Hawley (EH) Steve Egglestone (SE) (Parish Council liaison) Barbara Looker (BL) Tim Spencer (TS) Ruth Bonney (RB) Laura Bloom (LB) Roger Davies (RD)</p>	<p>Apologies: Chris Spencer Claudine Mee Paul Bloom</p>
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Item	Notes	Actions
1. Absences	Apologies received from the people named above. Minutes for this meeting taken by LB.	
2. Minutes	Minutes of last meeting agreed as accurately reflecting previous meeting.	
3. Agree CPP Structure	<p>EH reported that, following conversations with Rob Fowler on Wychavon District Council, glossy brochure presentation was not considered necessary.</p> <p>Group agreed to focus on content first, not form. In general terms, the CPP will be a brief executive summary and main bullet points detailing headings and actions. Detail will be appended subsequently.</p> <p>A 'work in progress' plan was considered unlikely to be accepted (SE), therefore CPP should not submit a document until it is considered complete.</p> <p>The headings in the pre-existing draft document circulated before CPP meeting 1 were accepted as the main headings for the new document. RB suggested adding Environment as a heading in its own right. RD suggested adding Flooding as a heading in its own right. Both suggestions adopted by consensus.</p>	
4. Planning	Agreed that this deserves a meeting of its own, as it is a substantial subject area.	
5. Development	Agreed that this meeting had spent more time on orientation around the project, and that therefore this too would require a separate meeting in due course	
6. Agriculture	Same principal agreed for Agriculture.	
7. AOB	<p>1. EH was asked for an estimated time frame for the CPP project, and expressed a wish for it to be completed within 6 months.</p> <p>2. EH described how consultation has previously occurred, and reflected on the low level of interest shown by majority of villagers (<10%). Many of the suggestions provided on an Open Day event held 5 years ago showed tactical thinking and requirements, and perhaps 'off-the-cuff' suggestions. RB suggested that some of the work required by this committee was to try to make the messages being delivered in the CPP relevant/exciting to villagers. Also that <10% was not generally considered to be a valid sample of support in a community.</p> <p>3. SE/EH reflected on how some villagers prefer not to be involved. General agreement that the committee may need to go to other villagers by a variety of means, to ensure the CPP is a democratic plan. Suggestions: door-knocking, pub 'surgery',</p>	

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	<p>village fete, annual parish meeting in April, email. General agreement to aim for at least 10% response rates to protect democracy.</p> <p>Passive methods (Parish Council website, noticeboard on The Green and notices about meetings in 5Alive) to continue as well.</p> <p>4. TS suggested one 'complete approach' (to avoid survey fatigue), would be to draft an initial plan, and send to all villagers, and survey afterwards.</p> <p>5. General agreement reached to meet fortnightly over the next 3 months or so, to cover a smaller number of discussion points, but in more depth, per meeting. Notice of the subject matter to be given ahead of time to ensure prior thought has taken place.</p> <p>6. During orientation discussions, (examples of specific situations within the village that some of the committee are currently aware of), it was asked whether or not there would be a reciprocal reference with other Parishes Plans, where there are common points of interest.</p> <p>7. Paul Bloom resigned from the committee.</p> <p>8. Roger Davies was invited to join the committee and accepted.</p>	<p>6. SE to ask WDC about reciprocal reference points in neighbouring Parish Plans. EH to do same with Rob Fowler, WDC. RD will also check with District Council.</p>
8. Date of next meeting	To be circulated shortly, following confirmation of availability of School Room.	EH to email committee with future dates/agenda.
9. End of mtg.	Meeting concluded 9.20pm.	

Written by L. Bloom, 25/01/10