

Neighbourhood Plan Steering Group Meetings 44

Village Hall, Norley Road, Cuddington

Held on Wednesday 21st June 2017 at 4.00pm

Present:

Colin Coles, Andy Benson, Alan Latham, Val Godfrey, Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, David Jackson, Mike Jeal, Hilary Knowles, Tim Vincent

216 Review of Minutes and Actions

The notes from the previous three meetings had yet to be circulated to the team for comment.

217 Update on Pre-Submission Consultation

The consultation had been successfully launched at the Gala Day. The stall was well attended and visitors had been able to look at the material and discuss the contents with the Steering Group.

Communications

The Round Tower had been distributed to all homes and business premises and in addition the local church newsletters and magazines were being used to remind people of the consultation. Delamere Park website and Park Talk are also advertising the process. Banners had been placed strategically around the Parish. The Northwich Guardian ran a small piece on the 15th June.

The village website is hosting the consultation. Statutory consultees have been contacted.

Eileen will be putting a poster in shops etc in the next week and will place a repeat notice in the RT.

Documents

There are three documents in the consultation "pack" the Pre Submission Draft Neighbourhood Plan, the Cuddington Parish Character Assessment and the Housing Needs Survey report. Two packs of documents have been placed in the library and one in Delamere Park Clubhouse.

Feedback & Access to the Gmail account

All comments are being directed to the NP Cuddington gmail account. It was agreed at the meeting that all SG members should be able to access the comments coming to the inbox. Colin undertook to set up a system where all comments will be notified to SG members as they are posted to the gmail box.

It was agreed that no-one would make any responses until the SG had had the opportunity to discuss the feedback.

David is collating the feedback onto a standard spreadsheet for the SG to examine in due course.

218 Next Steps

Urban Imprint.

A teleconference has been set up with UI for Thursday 22nd to discuss the next stages of their involvement. These are the stages 5 and 6 in their quotation. The way forward and their input will be mapped out with them.

Green Space Nominations

It was noted that we had still to work on the Green Spaces nominated in the Pre Submission draft. Andy undertook to have informal discussions with the Bowling Club.

219 Finances

Update on the Grant

A grant of £2656.00 has been awarded, which covers all our forecast expenditure net of any VAT. This has been checked with the Parish Clerk who is comfortable about being able to claim back the VAT.

Financial Commitments

Our **estimated** commitments (net of VAT) are:

Consultancy	£2037.00
Printing Costs	£ 300.00
Round Tower	£ 90.00
Banners (Referendum)	£ 100.00
TOTAL	£2527.00

The chairman pointed out that this did not include any expenses that the team might incur in carrying out their part of the project and he invited them to raise any such items for payment.

220 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 4.45 pm

NEXT MEETING WEDNESDAY 19th JULY at 7.30PM VILLAGE HALL MEETING ROOM

Addendum

Following the meeting a telecon was held with Jo at Urban Imprint on Thursday 22nd June.

Key points:

- The engagement of UI to carry out Stage 5 and Stage 6 of their Scope of Works (22 Nov 2016) was confirmed.
- Jo recommended that we continue to advertise the consultation throughout the period via posters etc.
- We should send reminders to the statutory consultees two weeks and one week before the end date.
- Any resident in particular, submitting a feedback form should have the receipt acknowledged. This is not necessary with organisations.
- All responses should be held back until the end of the consultation period.
- The Steering Group need to collate and review these at that time and agree on the response they wish to make.
- At this point UI will review the comments and advise us via a report on responses and any proposed changes to policies if needed.
- Jo would like to see the long list of Green Spaces we had identified.
- She will provide us with an example of a Green Space justification.
- She will also send an example of a feedback form (for comparison with the one we are using).
- Jo will supply a list of documents and actions to prepare for Reg 15 submission

Summary of Actions

Action	By whom	Due Date
Progress the funding application	Juliette /John	Complete Funding received
Complete editing review of the Pre-Submission Draft	Val/Hilary	Complete
Complete all sections of policies and references	Alan/Mike/ Andy/Tim	Complete
Contact the Northwich Guardian	John	Complete
Assemble documents for printing	John/ Eileen	Complete
Arrange for hard copies to be displayed in the library and at Delamere Park Clubhouse	Eileen	Complete
Arrange and collect equipment for Gala stall.	John/ Eileen	Complete
Ensure that the website content is set up and working	David	Complete
Place banners at strategic spots in the village	John/ Eileen	Complete
Prepare and place posters in the shops etc	Eileen	
Put short article in the July RT	Eileen	
Set up g-mail system to forward responses to SG	Colin	
Remind consultees of deadline for the consultation	David	7 th July and 14 th July
Informally contact the Bowling Club	Andy	asap
Acknowledge receipt of responses sent in by residents	John	As and when
Provide UI with the long list of Green Spaces	Eileen	asap