

Neighbourhood Plan Steering Group Meetings 45

Village Hall, Norley Road, Cuddington

Held on Wednesday 19th July 2017 at 7.30 pm

Present:

Colin Coles, Andy Benson, Alan Latham, Mike Jeal, David Jackson, Eileen Kerrigan, John Kerrigan,

Apologies: Juliette McDonald, Hilary Knowles, Tim Vincent, Val Godfrey

221 Review of Minutes and Actions

The notes from the previous four meetings had been circulated to the team for comment.

222 Progress on the Pre-Submission Consultation

The consultation had been successfully launched at the Gala Day on 10th June and was due to close on Friday 21st July.

Communications

Reminders had been sent to all the statutory consultees on Friday 7th July and again on Friday 14th July. The Northwich Guardian had posted a reminder on their website on the 14th July and published a short piece in their 20th July print edition.

Reminders had been published in the July Round Tower, posted on the village website and on the Delamere Park website. "Final Week" posters had been put up around the village and publicised in local church newsletters.

Feedback

To date 9 responses had been received, including three from residents.

All emails to the NP gmail account were being forwarded automatically to the Steering Group so that everyone can see the type of responses.

All residents' inputs have received a simple acknowledgement with the promise of a formal response in due course.

It was agreed that a table of all consultation feedback received will be circulated during the week commencing 24th July to all members of the Steering group.

One handwritten feedback form had been received so far and this will be scanned in for inclusion.

Informal conversations had been held with the Bowling club who have since responded formally through the consultation process. Similarly, Blakemere had made contact and they will be responding formally.

223 UI Briefing Note

Urban Imprint.

Jo Gregory had sent a Briefing Note and this was discussed. The SG was comfortable with the proposals in the note. The note is attached with these minutes for completeness.

The key actions for the SG are:

Review the Reg 14 Feedback and formulate draft responses for discussion with UI

Write a Consultation Report

Write a Technical Baseline report

Generate a list of all consultees to pass to CWaC for the next stage of consultation.

Green Space Nominations

It was noted that we had still to work on the Green Spaces nominated in the Pre Submission draft. Jo had requested sight of the “long list” of green spaces that the team had generated for discussion with Emma. This had been sent to her for comment.

224 Finances

Update on the Grant

A grant of £2656.00 had been awarded. The cost of printing for the Reg 14 Pre-Submission consultation had been higher than budgeted owing to higher costs for printing A3 maps, additional costs for printing A2 maps for the Gala Day and some extra man-hours required of Graphish. The Steering Group had already been advised of the overspend and at the meeting it was formally accepted for what was a very high quality job.

Financial Commitments

Our **estimated** commitments against this grant (net of VAT) are:

Consultancy	£2037.00	
Printing Costs	£ 421.00	spent
Round Tower	£ 89.00	spent
Banners (Referendum)	£ 100.00	
FORECAST TOTAL	£2647.00	

225 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 8.45 pm

NEXT MEETING WEDNESDAY 2nd AUGUST at 7.30PM – Village Hall Meeting Room

Addendum

Following the meeting a telecon was held with Jo of Urban Imprint on Friday 21st July.

Key points:

- The briefing Note was reviewed and we confirmed the allocation of tasks between UI and the Steering Group.
- We undertook to include UI in the circulation of the Reg 14 feedback next week for info.
- Once the Steering Group have drafted responses these will be tested with UI.
- 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 will look at the long list of Green Spaces we have identified to consider whether there should be more listed in Policy Number 6.
- She will provide us with examples of Green Space justifications and Technical Baseline reports.

Summary of Actions

Action	By whom	Due Date
Prepare and place posters in the shops etc At the beginning and in the last week of consultation	Eileen	Completed
Put short article in the July RT	Eileen	Completed
Set up g-mail system to forward responses to SG	Colin	Completed
Remind consultees of deadline for the consultation 7 th July and 14 th July	David	Completed
Informally contact the Bowling Club	Andy	Completed
Acknowledge receipt of responses sent in by residents	John	Ongoing
Provide UI with the long list of Green Spaces	Eileen	Completed
Circulate table of all consultation feedback received to the SG	David	w/c 24 th July
Scan handwritten feedback form and forward for inclusion	John	asap
Review Reg 14 Feedback and model documents received from UI ahead of the next meeting	All	2 nd August