

Neighbourhood Plan Steering Group Meeting - 1

Village Hall, Norley Road, Cuddington

Wednesday 11 November 2015 at 7.30pm

Present

Tim Vincent	Val Godfrey
Hilary Knowles	David Jackson
John Faulkner	Richard Thresh
Alan Latham	Eileen Kerrigan
Mike Jeal	John Kerrigan
Kate Johnston	Juliette McDonald

Notes of the Meeting:

The Meeting opened at 7.30pm

Everyone was invited to introduce themselves.

1. Election of Officers

Tim Vincent nominated John Kerrigan as Chairman, John agreed and the meeting confirmed the appointment.
Eileen Kerrigan volunteered to act as Secretary.
Juliette McDonald agreed to act as Treasurer.

2. CCA Input

Richard Thresh outlined the key elements required in the development of a Neighbourhood Plan.

- 2.1. A NP is a suite of land use planning policies, which the community develops for itself and which form guidance and some control in planning applications.
- 2.2. The NP must be based on evidence and cannot be just a reflection of a wish list.
- 2.3. The NP aims to describe what the community sees as its future.
- 2.4. The first stages of developing a NP are to engage with the community, to understand their views and opinions, and in doing so seek evidence to support those views, and then the development of a vision for the community.
- 2.5. He emphasised the need to remain focused on aspects of land use; the kind of development we need with a vision and plan for the future.
- 2.6. He recommended accessing and understanding data collected in recent surveys, including the Village Plan, census information and any relevant surveys carried out by CWaC.

3. Discussion

3.1. Engagement of the Community

This was recognised by everyone as key to the success of the project. It was clear from everyone's experience, that accessing all parts of the parish community would be difficult, e.g. active groups, geographical areas, different demographic groups etc and therefore would need good planning.

Means of communication were discussed and included, focus groups using the different organised groups in the village, informal focus groups in pubs, the library etc, the use of paper surveys and e-communications e.g. Facebook Twitter etc. The use of the schools where evidence could be gathered from our young people but also from their parents who may otherwise be difficult to access. **Kate undertook to look at how Facebook might be used in the project.**

It was noted that Weavervale Trust has a very strong communications network.

3.2. Public Meeting Output

The ideas offered by the attendees at the recent public meeting were discussed. It was agreed that these would form the basis of our first look at the issues that may need to be addressed in the development of the NP. **(These are attached with the minutes)**

After some discussion it was agreed that the 4 topic areas developed for that meeting, would be looked at ahead of our next meeting by sub groups:-

Housing Development – Val Godfrey, Eileen Kerrigan
Economic Development – Kate Johnston, Tim Vincent
Movement and Travel – David Jackson, Mike Jeal
Green Issues – Alan Latham, Hilary Knowles

Some possible questions for us might be:

- 3.2.1. Who do we need to talk to in the village?
- 3.2.2. How might we engage with relevant parts of the community?
- 3.2.3. Do we have access to any information already?

4. Next Steps

- 4.1. It was agreed that meetings would be scheduled for every two weeks, subject to change as the project progresses.
- 4.2. A simple Constitution will be drawn up and circulated by John K for discussion at the next meeting.
- 4.3. Making a plan for the NP project was discussed briefly. This will be an important piece of work early in the project and will be picked up at the next meeting. **Richard undertook to send an outline from another project for the team to consider.**
- 4.4. Application for funding for the project is also an early requirement. After a brief discussion it was decided to start work on this in January when the scope of the project would be better understood. Richard had already produced a template for a budget for the project and this was passed to Juliette. **(It is attached with these minutes)**
- 4.5. The team was given some recommended reading as follows:-
 - 4.5.1. Relevant aspects of the current Local Plan Part 1.
 - 4.5.2. The recently completed Village Plan – Full Report, including the Data CD to be provided to those who did not have a copy.

- 4.5.3. The Vale Royal Plan
- 4.5.4. Marsh Gibbon Neighbourhood Plan- recently made.
- 4.5.5. Northwich Draft Neighbourhood Plan

Links can be found in the accompanying email

5. Action Review

The actions agreed in the meeting were reviewed.

The Meeting closed at 9.00 pm

Next Meeting will be on Wednesday 25th November at 7.30pm.

The need for a meeting on the 9th December will be reviewed at the next meeting.

It was confirmed that Rosie Morgan Principal Planning Officer from CWaC, will attend our meeting on the 6th January 2016

Eileen Kerrigan

Summary of Actions

Action	By whom	Due Date
Examine the practicalities of using Facebook as a means of communication and engagement	Kate	25 th November
Circulate the notes of the public meeting to the team	Eileen	asap
Provide everyone with a full copy of the Village Plan report	John K & John F	asap
Examine the Public Meeting output and consider how the work on Housing Development might be progressed for discussion at the next meeting	Val & Eileen	25 th November
Examine the Public Meeting output and consider how the work on Economic Development might be progressed for discussion at the next meeting	Kate & Tim	25 th November
Examine the Public Meeting output and consider how the work on Movement & Travel might be progressed for discussion at the next meeting	David & Mike	25 th November
Examine the Public Meeting output and consider how the work on Green Issues might be progressed for discussion at the next meeting	Alan & Hilary	25 th November
Confirm dates for meetings every two weeks with Annie Blake	Tim	25 th November
Contact Julie Chrimes to establish a link around treasury matters	Juliette	25 th November
Send out draft Constitution	John K	20 th November