

Neighbourhood Plan Steering Group Meeting 16

Village Hall, Norley Road, Cuddington

Wednesday 22nd June 2016 at 7.30pm

Present:

Tim Vincent, Alan Latham, Hilary Knowles, Mike Jeal, Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, David Jackson, Colin Coles, Val Godfrey, Kate Johnston

Notes of the Meeting:

The Meeting opened at 7.30pm

80 Review of Actions and Meetings since 25th May

It was noted that there were only 6 members of the SG present. The quorum specified in the Constitution is 5 and so the meeting was able to proceed.

The notes from the previous meeting were approved. Since the 25th May a number of meetings had been held. On the 1st and 8th June the SG had met with consultants to seek support for the project. A draft mapping session for the planned Character assessment had been carried out and in addition, plans had been drawn up for the Village Gala stall and for communications material to be presented there.

81 Housing Needs Survey

A draft analysis which had been produced by Mike was discussed. Although it raises many questions about the Survey, it was seen as a good basis on which to make further progress. Mike agreed to provide an e-version of the draft for circulation to the group for their comments, feedback and questions.

John reported that he had been speaking with Val who would like to work with Mike on the production of the Housing Needs Report. This was agreed. It was noted that potential further support would be discussed under **Minute 85** below.

The plan is that the report will be put together over the next 6 to 8 weeks ready for communication and consultation with residents in September.

82 Character Assessment

The Character Assessment (CA) team had been very successful at recruiting residents at the Village Gala, to help out with the planned character assessment programme. In all, 24 people had volunteered to help. Alan outlined his initial plans for small teams to walk around and characterise the village. It was agreed that this would be done over the summer months.

Alan undertook to provide a draft programme for the SG to look at. He and Tim will aim to be on every walk-around to ensure a standardised approach. A number of the SG commented that they would attend the early walk-arounds as observers to get the hang of it.

Eileen undertook to re-issue the CA pro forma notes issued by Planning Aid England; along with the guidance note, the Higham Ferrers case study report by Planning Aid, and a copy of the Higham Ferrers CA Report.

It was noted that we were short of volunteers to carry out the assessment of the Mere Lane area of the village and Alan undertook to put a notice in the library, seeking volunteers.

After some further discussion it was agreed that a Character Assessment should be carried out on the Neighbourhood outside the Key Service Centre, even though this has been covered by a generic CA carried out by the Borough. This was thought to be the area most likely to attract developer interest. Alan and Tim agreed to look at how this might best be done.

83 Communications

A new website is being developed by the Village Plan Implementation team. They have asked us for our input to ensure that there is a clear representation of the Neighbourhood Plan activity on the website.

A proposal for the possible structure of the NP part of the website was discussed and agreed (attached with these minutes). John undertook to pass this on to the VP Implementation Group.

Eileen outlined a proposal for entry into the July edition of the Round Tower, thanking residents for their response to the HNS, for visiting the gala stall and for volunteering to help with the Character Assessment.

It was agreed that additionally we would point out that work was going on to produce a HNS report for communication in September.

Eileen pointed out that there had been a plan to attend the forthcoming Sandfest, but after some discussion and checking of availability of the team at the meeting, it was felt that we would not be able to man the stall on the 2nd July. Sandiway Primary School will be contacted to this effect.

John referred to an email received from Emma Jones (CWaC) in which she had notified us of a Local Plan Working Group Meeting in Chester on Monday 27th June starting at 6pm. Alan and Tim volunteered to attend and Mike said he would confirm his availability. Alan pointed out that Appendix 3 in the Agenda Reports Pack for that meeting was particularly interesting for our NP.

84 Finance

There had been no expenditure reported since the last update.

85 Consultant Support

Two consultants had been seen, Tom Hiles and Jo Samuels of Urban Imprint; and John Knight. Both had made proposals to support the project. The chairman had produced an analysis of the bids alongside the bid already made by CCA a few months ago.

It was agreed that all the offers could be covered by the current grant funding, up to the end of October. It was felt that Urban Imprint had given the clearest picture of how costs would accrue and therefore how they might be managed.

After some discussion it was agreed that the chairman would offer the work to Urban Imprint and establish the terms and conditions of any contract with them, to ensure that costs and results are managed appropriately. It was noted that the intention of this SG is to manage the costs of the project, including all reports and publicity material within the maximum allowed of £9000.

86 Review of agreed actions

The actions agreed in the meeting were briefly reviewed.

The meeting closed at 9.15 pm

The next Steering Group meeting will be on Wednesday 6th July at 7.30pm.

For the Diary the next 4 meetings are provisionally scheduled for:

**6th and 20th July
3rd and 17th August**

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution	All	Ongoing
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Complete Surveymonkey data entry	All	Complete
Complete the list of Verbal inputs at Roadshows.	David	asap
Plan Village Gala stall content design and July RT input	Comms Team	Complete
Contact consultants with a view to planning a selection process	John	Complete
Communicate on Facebook re opportunity to complete HNS on line	Kate	Complete
Circulate MJ initial analysis to team	John	Complete
Liaise with Colin re-data downloads	John	Ongoing
Prepare a session on mapping for the Character Assessment	Alan, Tim, Hilary, Kate	Complete
Prepare a brainstorming session on Vision, Strategy & Objectives	John	Deferred
Check availability of Village Hall meeting room	Tim	Complete
Provide Val with a copy of the Planning Advisory Service HNS Advice note	John	asap
Work to produce a first draft HNS report	Mike, Colin, Val	17 th August
Produce a plan and carry out the Character Assessment for the Parish	Alan, Tim	24 th August
Design and carry out a CA for the Neighbourhood area outside the Key Service Centre	Alan, Tim	24 th August
Forward our ideas for the NP input to the new website	John	asap
Produce the July RT input and forward to the editor	Eileen	24 th June
Inform Sandiway School that we will not attend Sandfest	Eileen	asap
Attend the CWaC Local Plan Working Group Meeting	Tim, Alan, Mike	27 th June
Contact Urban Imprint and establish the form of contract for their engagement, and contact the unsuccessful consultants.	John	asap