

Neighbourhood Plan Steering Group Meeting 17

Village Hall, Norley Road, Cuddington

Wednesday 6th July 2016 at 7.30pm

Present:

Tim Vincent, Alan Latham, David Jackson, Mike Jeal, Val Godfrey, Eileen Kerrigan, John Kerrigan

Observing: Andy Benson

Apologies: Juliette McDonald, Colin Coles, , Kate Johnston, Hilary Knowles

Notes of the Meeting:

The Meeting opened at 7.30pm

87 Review of Minutes and Actions

The notes from the previous meeting were approved. John welcomed Andy Benson to the meeting as an observer. Andy had been on the first CA walk and had expressed an interest in helping with the Neighbourhood Plan.

88 Housing Needs Survey

Mike had produced a further analysis which had been circulated for comment and questions. He summarised his thoughts to date, and added that these were very preliminary conclusions based on reviewing population statistics and information from the survey of housing types that may be in demand. He noted that the majority of 4 and 5 bed homes were owned by people aged 65 and over. The future requirements from the survey were predominantly biased towards 3 bedroom accommodation.

After some discussion it was agreed that the Steering Group ought to spend some time in a workshop session to understand what the HNS is telling us.

To facilitate that session the SG were asked to submit to John or Eileen, 4 to 6 questions along the lines of "What we need the Housing Needs Survey to tell us is....."

Mike will look at these and try to demonstrate how the HNS can answer these questions (or not as the case may be). This will give the team a good understanding of the data and enable them to better judge any report produced.

Eileen will arrange a Workshop when all the questions are in.

Mike suggested that we ought to contact Emma at CWaC to get an opinion on our progress with the HNS. John had had communications with Emma regarding a face to face meeting and so this will be arranged, as a general catch up, and ,in particular, to focus on our HNS analysis.

The target remained to produce the first draft report by 17th August.

89 Character Assessment

Alan reported on the first character assessment exercise that had been carried out on Sunday 3rd July. Four volunteers from the community had joined with 4 members of the Steering Group. The event was a great success and underlined the value of engaging with residents from the vicinity of the area being assessed.

Tim and Alan were planning to review their notes of the assessment to produce material for the final CA report.

Meanwhile Alan was making contact with other volunteers to carry out some more assessments. It was agreed that the SG would be notified of each planned walk and they were encouraged to go along to be part of the process, so that they will be able to contribute to and judge the final report. Alan had advertised in the library and had a new volunteer as a result of that. He also reported that some of those on the first CA walk had expressed an interest in being involved in other walks.

David was working on producing more detailed maps to use in the CA walks and he agreed to let Alan have these.

Alan informed the meeting that the immediate next areas for CA would be Hadrians Way and St John's; Delamere Park; the "John Douglas" area; and the Grange and Forest Edge Estates. It is hoped that all the CA walks will be completed by the 24th August.

90 Communications

Communications with the VP implementation team regarding the development of the new Village website, had been circulated. The new website is expected to "go live" during September and NP material will be loaded up to form a public and permanent record, in line with the structure we discussed at our last meeting.

Eileen reported that a short communication had been printed in the July RT and an input for August edition will be required, possibly reporting progress on the CA programme. This will be discussed at the next meeting. The next public consultation needs to be planned for September, after the summer break. It is envisaged that this will be a series of Roadshows and a communication to every home.

Eileen advised the meeting that CWaC are holding a number of workshops on the subject of Parking Strategy for the Borough. She felt that as one of our themes deals with Traffic and Movement, that we ought to attend. She would attend as a Parish Councillor, Alan agreed to attend on behalf of the NPSG.

91 Finance

There were no expenditures to report.

92 Consultant Support

A draft request for support had been circulated to the team prior to the meeting for consideration. It was noted that the number of days being suggested by Urban Imprint up to the preparation of the SEA (October 2016) was more than could be covered by our current finances.

It was agreed that a sub-group would be formed to meet the consultants and to detail out the work we want them to do and the timescales and costs.

It was agreed that John, Mike, Val and Andy would form that subgroup and that John would arrange a meeting asap.

It was agreed that we would look to engage the consultants to carry out a Gap analysis of our programme to date and to work on the HNS Survey to produce their own findings from it.

93 Review of actions Agreed

The actions agreed in the meeting were briefly reviewed.

The meeting closed at 8.45 pm

The next Steering Group meeting will be on Wednesday 20th July at 7.30pm.

For the Diary the next 3 meetings are provisionally scheduled for:

**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 the list of Verbal inputs at Roadshows.	David	asap
Liaise with Colin re-data downloads	John/Mike	Ongoing
Prepare a brainstorming session on Vision, Strategy & Objectives	John	Deferred
Provide Val with a copy of the Planning Advisory Service HNS Advice note	John	Complete
Work to produce a first draft HNS report	Mike, Colin, Val+ ANO	17 th August
Submit 4 to 6 questions along the lines of "What we need the Housing Needs Survey to tell us is....."	All	asap
Arrange a HNS workshop	Eileen/Mike	asap
Arrange a meeting with Emma at CWaC in Chester	John	asap
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	24th August
Carry out a review of notes of the first CA and circulate	Alan/Tim	asap
Produce more detailed maps to use in the CA walks and send to Alan	David	asap
Attend the Parking Strategy session at Weaverham Community Centre	Eileen/ Alan	14 th July
Forward our ideas for the NP input to the new website	John	Complete
Produce the July RT input and forward to the editor	Eileen	Complete
Inform Sandiway School that we will not attend Sandfest	Eileen	Complete
Attend the CWaC Local Plan Working Group Meeting	Tim, Alan, Mike	Advised by CWaC not to attend
Contact Urban Imprint and establish the form of contract for their engagement, and contact the unsuccessful consultants.	John	Complete
Arrange to meet the Urban Imprint team and agree a contract for the work programme	John	8 th July