

Neighbourhood Plan Steering Group Meeting 18

Village Hall, Norley Road, Cuddington

Wednesday 20th July 2016 at 7.30pm

Present:

Tim Vincent, Alan Latham, David Jackson, Mike Jeal, Val Godfrey, Eileen Kerrigan, John Kerrigan, Andy Benson, Juliette McDonald

Apologies: Colin Coles, Kate Johnston, Hilary Knowles

Notes of the Meeting:

The Meeting opened at 7.30pm

94 Review of Minutes and Actions

The notes from the previous meeting were approved and the action plan was updated.

95 Review of Meeting with Urban Imprint

Mike, Andy and John had met with the Urban Imprint (UI) team on 13th July to discuss the development of a detailed proposal for the work up to and including, if necessary, preparation for a Strategic Environmental Assessment (SEA).

The commitment was for work to carry out a Housing Needs Analysis based on our data collected via Survey Monkey, and also work to produce a series of Topic Baseline Papers on the main themes identified in the public meeting October 2015 and being developed by the NPSG.

The proposal from UI is attached with these minutes. Their proposal was accepted by the NPSG subject to some points of clarification and development.

The Chairman undertook to clarify and progress these with UI, namely:

Firstly, any data generated by consultation with residents, or generated by the Neighbourhood Plan group should remain the property of Cuddington Parish Council.

Secondly, we need to reserve the right to use material produced by Urban Imprint in communications, on our Village website etc.

With regard to the programme itself:

Since the HNS work by UI will be ready by 17th August, then we would ask them to attend our meeting on that evening to present their Report.

Our planned meeting for the 31st August will be rearranged to 7th September at which time UI would be asked to attend and present their baseline analysis, and to discuss the next steps.

96 Review of Meeting with CWaC

Mike, Eileen and John had met that morning with Emma and Rosie at the CWaC offices. The agenda for that meeting is also attached with these minutes.

The meeting had concentrated largely on reviewing Mike's analysis of the HNS responses, and clarifying their understanding of how the analysis was being done. Their response was very positive, and both Emma and Rosie were able to see some opportunities to develop some robust policies to include in our Neighbourhood Plan.

Following Mike's explanation of the many tables in the analysis they undertook to show the work to their analyst for comment, specifically on the method of comparing with ONS data etc.

Ahead of the planned meeting with Weavervale Housing Trust, to discuss the topic of Affordable Housing in our area, we took the opportunity to discuss the definitions of affordable housing and some useful links were given to us to access data.

One specific point was made regarding “rural exception sites” for affordable housing development, and it was suggested that there was no reason why we should not try to write a policy which gives a priority to the local community if such a site were to be developed in Cuddington.

We were able to clarify that we are unlikely to need an SEA since our approach is not to identify sites for development, rather to write policies for land use. Rosie confirmed that the Key Service Centre boundary now encompassed the new Forest Edge development.

The CWaC view was that we ought to spend the rest of 2016 developing our draft NP ready for parallel consultation with the statutory consultees and with the local community, in Q1 2017.

97 **Housing Needs Survey**

It was agreed that our next meeting on 3rd August would be a Workshop on the Housing Needs Survey to make sure that the team has a chance to really become familiar with the data ahead of meeting with UI for their input on the 17th August.

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

98 **Character Assessment**

Alan reported on the progress of the Character Assessment programme. To date, four CAs had been carried out from 3rd July to the 19th. Volunteers from the community had joined with members of the Steering Group on all the walks so far. The process has been a great success and Alan emphasised the need for having residents from the vicinity of the area being assessed because of their detailed local knowledge.

The Chairman recommended the process to all the Steering Group.

David was producing more detailed maps to use in the CA walks and was providing Alan with these ahead of each assessment. They were proving to be very useful indeed.

Alan informed the meeting that the immediate next areas for CA would be Hadrians Way and St John's; Delamere Park and the Moss Lane area. In addition it had been agreed that assessments would be carried out on 4 areas outside the Key Service Centre, to ensure full coverage of the Parish in this exercise. It is hoped that all the CA walks will be completed by the 24th August.

99 **Communications**

Eileen requested ideas for an input to the August edition of the RT. After some discussion it was agreed that short quotes would be obtained from residents who had helped with the CAs, and in addition we would flag up the planned Roadshows for the autumn. The idea of sending out some information to every home along with the Roadshows in the autumn was discussed. This will be developed during September.

Alan and Eileen had attended the recent CWaC Parking Strategy Consultation meeting. They reported that it had been a fact-finding meeting and that once the notes had been received from Fiona Dunning, they would be circulated to the NPSG for use in the Movement & Travel theme.

100 **Finance**

There were no expenditures to report, but it was noted that a commitment was being made to spend approximately £2200 (Inc. expenses) on consultant support. After some discussion it was decided that we should investigate how and when to apply for the next tranche of grant money to ensure that we are continuously funded.

Juliette undertook to look into this.

101 **Review of actions Agreed**

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 3rd August at 7.30pm.

**** Please note this will be a Workshop session on the HNS Survey results ****

For the Diary: Subsequent meetings are provisionally scheduled for: 17th August and 7th September

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	Complete
Liaise with Colin re-data downloads	John/Mike	Ongoing
Prepare a brainstorming session on Vision, Strategy & Objectives	John	Deferred
Work to produce a first draft HNS report	Mike, Colin, Val, Juliette	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	Set for 3 rd August
Arrange a meeting with Emma at CWaC in Chester	John	Complete 20 th July
Carry out a review of notes of the first CA and circulate	Alan/Tim	Complete and ongoing
Produce more detailed maps to use in the CA walks and send to Alan	David	Ongoing as needed
Attend the Parking Strategy session at Weaverham Community Centre	Eileen/ Alan	Complete
Arrange to meet the Urban Imprint team and agree a contract for the work programme	John	Complete
Produce a plan and carry out the Character Assessment for the Parish	Alan, Tim	24 th August
Check deadline and produce an input for the August edition of the RT	Eileen	asap
Circulate notes on CWaC Parking Strategy consultation	Eileen	when received from CWaC
Design and carry out a CA for the Neighbourhood area outside the Key Service Centre	Alan, Tim	24th August
Clarify points in the UI proposal of work and costs, confirm their attendance at the meeting on the 17 th August and again on 7 th September	John	asap
Rearrange meeting room booking from 31 August to 7 th September	Tim	asap
Look into applying for a further tranche of grant money for the Autumn activities	Juliette	3 rd August