

Neighbourhood Plan Steering Group Meeting - 2

Village Hall, Norley Road, Cuddington

Wednesday 25 November 2015 at 7.30pm

Present

Tim Vincent	Juliette McDonald
Hilary Knowles	David Jackson
John Faulkner	Mike Jeal
Kate Johnston	Eileen Kerrigan
John Kerrigan	

Apologies: Val Godfrey, Alan Latham, Richard Thresh

Notes of the Meeting:

The Meeting opened at 7.30pm

6 Action Review

The Action List from the previous meeting was reviewed and updated (see below)

7 Constitution

The draft constitution (attached) was reviewed and it was agreed that:

The steering group would be called the Neighbourhood Plan Steering Group, that it would comprise 12 members, and that the quorum for a full meeting would be 5. It was agreed that others may co-opted to the Steering Group as required from time to time. Other changes were agreed and these are in the attached marked up copy.

The team were asked to review the changes when a second draft was produced. Juliette undertook to be the keeper of the constitution.

Mike suggested that having the constitution signed off would be important for this project. It was agreed that this would be done.

8 Communications

It was agreed that a distinctive logo should be designed for the NPSG project. The team undertook to think about this for the next meeting. Kate will bring a laptop to that meeting to work on drafting ideas.

Potential means of communicating on a continuous basis with the community were discussed and it was agreed that the potential for putting together a website, possibly linked to the Village Website; a Facebook page and a twitter account would be pursued. The importance of regular updating, management and ownership of these communications vehicles was discussed. This will be considered at length at the next meeting.

In addition it was noted that existing means of communication would need to be accessed regularly, namely Round Tower, Park News and the Village Website.

9 Progress and Comments on the 4 Themes

Green Issues – Alan and Hilary

Hilary gave a brief input on the initial thoughts that Alan and she had shared outside the meeting. A summary note is attached.

Economic Development – Kate and Tim

Tim and Kate shared some initial thoughts and undertook to provide a written summary for the minutes. This is attached

Housing Development – Val and Eileen

Eileen shared some thoughts on behalf of Val and herself. They were planning to meet for a discussion. The notes of their input are attached with these minutes.

Movement and Travel – David and Mike

David and Mike had not met up but had exchanged some thoughts by email. They undertook to provide a summary for the next meeting.

10 Baselineing the Exercise

The possibility that there are other themes that may need to be worked on as part of the NP was discussed. It was noted that the Steering Group had not had the opportunity to consider what may be missing from the themes proposed for the public meeting back in October.

The chairman suggested that the group might consider what is the starting place for the NPSG project, by asking the question: "What do we already have in the Village that we value and would seek to preserve, what are the important "Ingredients" which make our community attractive."

A flipchart was produced and is attached with these minutes.

Three additional Theme areas suggested themselves that we will discuss at future meetings with Richard.

Landscape & Environment – a dimension of Green Issues?

Facilities – covered in the Village Plan but maybe should be a theme in the NP?

Infrastructure / Sustainable Development – a dimension of Housing Development and Movement & Travel?

11 Planning the Project

The chairman invited the team to consider the different Neighbourhood plans that they have been reading and to suggest what might be considered Key Milestones for our NP as a framework for making a time based project plan. These will be discussed at the next meeting.

12 Meetings

Tim has set meetings in the Village Hall calendar for every two weeks, subject to change as the project progresses.

13 Action Review

The actions agreed in the meeting were reviewed

The meeting closed at 9.00 pm

The next meeting will be on Wednesday 9th December at 7.30pm.

The meeting following will be on 6th January when Rosie Morgan Principal Planning Officer from CWaC, will attend.

Eileen Kerrigan

Summary of Actions

Action	By whom	Due Date
Examine the practicalities of using Facebook as a means of communication and engagement	Kate	Complete
Circulate the notes of the public meeting to the team	Eileen	Complete
Provide everyone with a full copy of the Village Plan report	John K & John F	Complete
Examine the Public Meeting output and consider how the work on Housing Development might be progressed for discussion at the next meeting	Val & Eileen	Ongoing
Examine the Public Meeting output and consider how the work on Economic Development might be progressed for discussion at the next meeting	Kate & Tim	Ongoing
Examine the Public Meeting output and consider how the work on Movement & Travel might be progressed for discussion at the next meeting	David & Mike	Ongoing
Examine the Public Meeting output and consider how the work on Green Issues might be progressed for discussion at the next meeting	Alan & Hilary	Ongoing
Confirm dates for meetings every two weeks with Annie Blake	Tim	Complete
Contact Julie Chrimes to establish a link around treasury matters	Juliette	Complete
Send out draft Constitution	John K	Complete
Provide an outline plan from another project for the team to consider.	Richard	Ahead of next meeting
Review the second draft constitution ready to sign off	All	9 th December
Consider ideas for a logo ahead of the next meeting so that this can be worked on there- Kate to bring lap top to the meeting	All	9 th December
Provide notes of preliminary thoughts on the current 4 Themes	All sub Groups	ASAP for minutes
Consider the key milestones for the NP project	All	9 th December