

Neighbourhood Plan Steering Group Meeting 21

Village Hall, Norley Road, Cuddington

Wednesday 7th September 2016 at 7.00pm

Present:

Alan Latham, Mike Jeal, Andy Benson, Hilary Knowles, Eileen Kerrigan, John Kerrigan, Tim Vincent, Colin Coles, Val Godfrey, Juliette McDonald

Apologies: David Jackson, Kate Johnston, Tom Hiles (UI)

Notes of the Meeting:

The Meeting was quorate and opened at 7.00pm.

108 Review of Minutes and Actions

The notes from the previous meeting had been produced and had been circulated to the team for comment. John confirmed his earlier email stating that owing to illness Urban Imprint were unable to make their planned presentation.

Jo had agreed to ensure that we would receive the information by the end of the week. This will be circulated to everyone.

Pam Latham was welcomed to the meeting as an observer, with thanks for her support for the CA work as the photographer.

109 Presentation on the Character Assessment

Alan went through the presentation he had designed for the forthcoming Parish Council meeting. He took the opportunity to update the Steering Group on volunteers who had been involved and on the nature of the process. He showed the high spots and the low spots in the village. The meeting was very appreciative of all his work and the Chairman thanked him, Pam, and the other members of the Steering Group for their contributions. The presentation is too large to attach with these minutes but it will be made available in the Dropbox when it is finalised.

The Chairman re-iterated his thanks for the timely completion of the work on the CA as well as the work carried out on the Housing Needs Survey. Two very valuable pieces of evidence gathering.

110 The Next Steps

John took the opportunity to review progress to date and to identify the next steps in the project.

Two documents were presented to the meeting. The first was an extract of a document which Jo had provided showing the key stages of developing a Neighbourhood Plan. (Next Steps Review 7 Sept 2016) Dates had been added alongside the key milestones. This showed that we are still on track to carry out Reg14 consultation in Q1 2017 as originally planned (see attached project plan).

The second showed a list of documents that will be needed ahead of the submission stage in March 2017. (NP Docs we need to Produce Sept 2016).

It was pointed out that we needed to move quickly to develop draft policies during October to test with the community at the Roadshows etc.

111 Communications

A project update will be presented to the next Parish Council meeting planned for **19th September**. This update will include information on Project progress, Housing Needs Survey outcomes and the Character Assessment work.

There was a lengthy discussion on how we might communicate with the residents during October. Draft policies need to be agreed and written for consultation with residents. Options for consultation include, sending a document to every home asking for simple feedback in the form of agree / disagree with our draft policy ideas. It was noted that surveys both for the HNS and previously the Village Plan had not caught the attention of the 25 to 50 year old residents.

Methods for reaching this part of the population were discussed including, offering a prize draw for feedback, attending village events and parents evenings, and asking people to fill in their feedback on the spot etc.

There were a number of issues raised namely: how to make sure that we do not have people filling in more than one reply; that people who may choose to provide their response on line or via email, for example, are not treated differently from those returning paper documents, if there was some sort of incentive given to complete the forms.

It was agreed that we should attend events and talk to residents and encourage them to complete their feedback via the form posted through letterboxes or via email / on-line. The details of how we will do this will be discussed further.

It was agreed that we would meet again on **WEDNESDAY 14th SEPTEMBER** to decide upon the material to be used and format for the next Consultation. In order to facilitate this discussion the draft policy ideas produced in March will be circulated to everyone. The team were asked to input any additional or different ideas before the next meeting.

It was noted that UI would be coming along to discuss their gap analysis but that they would also have views on the process.

112 Finance

Juliette reported that she would be making a call to the grant providers on the 8th to establish how and when to apply for the next tranche of grant money to ensure that we are continuously funded.

113 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.15 pm

The next Steering Group meeting will be on Wednesday 14th September at 7.30pm.

Please note that this is an important meeting for planning our next consultation process

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
Prepare a brainstorming session on Vision, Strategy & Objectives	John	Deferred
Produce a plan and carry out the Character Assessment for the Parish	Alan, Tim	Complete
Circulate notes on CWaC Parking Strategy consultation	Eileen	when received from CWaC
Look into applying for a further tranche of grant money for the Autumn activities	Juliette	8 th September
Design and deliver input for the Parish Council Meeting 19 th September	John / Alan	12 th September
Design and plan Roadshows for October. Design and plan communications via a mailshot to all homes	Eileen / Comms Team	21 st September
Check current position on school buses	Eileen	Early September
Confirm the number of Affordable homes for sale and rent in the Neighbourhood area	Mike	See Affordable Housing Notes when agreed with WVHT
Confirm the housing capacity being planned into the improved sewerage system	Tim/Eileen	asap
Assess external demand for housing in the Neighbourhood by contacting estate agents	??	
Prepare an input for October Round Tower	Eileen	End September
Circulate a document pulling together the draft policy ideas generated by the team in March 2016	John	asap
Forward information from UI to the Steering Group on receipt	Eileen	End of the week
Circulate the link to the CWaC website - Local Plan Part 2 consultation	Eileen	asap