

Neighbourhood Plan Steering Group Meeting 23

Village Hall, Norley Road, Cuddington

Wednesday 21st September 2016 at 7.30pm

Present:

Alan Latham, David Jackson, Hilary Knowles, Eileen Kerrigan, John Kerrigan, Tim Vincent

Apologies: Mike Jeal, Kate Johnston, Juliette McDonald, Andy Benson, Colin Coles, Val Godfrey

Notes of the Meeting:

The Meeting was quorate and opened at 7.30pm.

119 Review of Minutes and Actions

The notes from the previous meeting had been produced and had been circulated to the team for comment. Alan queried minute number 114 (f). His view is that the ASLEV designation is still in force and he will try to confirm this with Emma. In addition he would try to establish what information CWaC held on historic buildings.

120 Character Assessment & Housing Needs

Alan had presented the Character Assessment work at the PC meeting and John had presented Mike's work on Housing Needs.

Alan and David will work to ensure that we have e-versions of the village maps to use in the Character Assessment report.

121 Planning for October and November

The key objective for October is to deliver the informal consultation document on Vision, Objectives and Policies. In addition, communications will be needed to ensure that we get the best response possible from the community.

The plan for October is to hold a Workshop on Vision, Objectives and policy drafting. This will be held in the Village Hall on the **10th October starting at 10.00 hrs**. It is expected that this will take up the whole day. Bob and Jo of Urban Imprint will facilitate the day.

Their remit is:

Prepare a draft Vision and Objectives based on the themes we have developed.

Facilitate a day long Workshop to review the drafts, develop a Spatial Framework and develop a series of draft policies for each of the theme areas.

Refine and review the material from the Workshop and issue a final draft to the SG.

The Meeting agreed to accept their proposal for this piece of work.

Jonathan Cook of Graphish, the company which had designed and printed the Village Plan materials, had been contacted and he was able to produce a booklet by the end of October, subject to being provided with the raw materials by around the 14th October.

The Meeting agreed to his quotation for the work to produce 2750 copies of an 8 or 12 page booklet.

The target date for delivering the booklets is 28th October.

Collection points in the village will need to be discussed and agreed during October before the booklet goes to print.

122 Communications

Eileen outlined progress on communications related to the plans for the consultation process.

Information for the Round Tower had been prepared giving details of planned Roadshows in October. The draft was shared with the meeting.

Based on the responses at the last Roadshows, four venues had been booked where there had been significant attendance, namely; Weaverham Road Methodist Hall; St John's Church Hall; Delamere Park Clubhouse and the Library. The Roadshows will be held between 22nd and 27th October to update the community on progress and to share the draft vision, objectives and policies.

In addition during November it is planned to attend the film night, and also to attend the primary schools when the Pupil Progress meetings are being held. These will not be Roadshows but, as they are during the consultation period, they will be used as an opportunity to remind people to return their feedback forms or to give them the opportunity to complete the feedback there and then. It was felt that this would be a way of accessing the 25 to 50 age group more effectively.

The idea of turning up at the local pubs, to engage with the younger members of the community was discussed. It was noted that Cllr Chivers might be able to assist with this and he will be contacted.

Hilary undertook to ensure that the information being sent to the RT editor would also go on Facebook, again to try to engage the younger people in the community.

In addition the idea of contacting all the Village organisations before and during the consultation period was discussed. Eileen has a database of contacts that she will use.

As before the NP banners will be put up in the village, and permission for this has been sought already. Posters will also be used to raise awareness.

123 Finance

Juliette had reported to the Chairman that she was starting work on the End of Grant report. She would be gathering all the invoices from Julie.

John told the meeting that in the presentation to the PC he had shown the state of project finances. The proposed costs for UI support and production of the Draft Policies Booklet could all be accommodated within the current grant to the end of October.

124 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.00 pm

**The next Steering Group meeting will be on Tuesday 4th October at 7.30pm.
A workshop will be held on Monday 10th October from 10.00hrs in the Village Hall**

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 Workshop on Vision, Strategy, Objectives and Draft Policies	Bob/Jo	10 th October
Circulate notes on CWaC Parking Strategy consultation	Eileen	When received from CWaC
Write up a project report for the Grant application process and apply for the next tranche of funds	John/Juliette	10 th October
Design and deliver input for the Parish Council Meeting 19th September	John / Alan	Complete
Design and plan consultation via a booklet to be delivered to all homes	Eileen / Comms Team	17 th October
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	??	
Book venues and dates and advertise Roadshows in the Round Tower	Eileen	Complete
Contact Emma regarding the designation of ASLEVs and data on historic buildings	Alan	10th October
Provide e version maps for use in CA report and the consultation processes	David	4 th October
Communicate with UI to confirm acceptance of plans for the workshop	John	asap
Confirm plans for Draft Policy booklet production with Graphish	Eileen	4 th October
Confirm plans for November venues including pub visits etc	Eileen	17 th October
Discuss and agree the collection process for the Consultation Booklets	All	4 th October