

Neighbourhood Plan Steering Group Meeting 24

Village Hall, Norley Road, Cuddington

Wednesday 4th October 2016 at 7.30pm

Present:

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

Apologies:, Kate Johnston, Juliette McDonald, Andy Benson, Colin Coles,

Notes of the Meeting:

The Meeting was quorate and opened at 7.30pm.

125 Review of Minutes and Actions

The notes from the previous meeting had been produced and had been circulated to the team for comment.

126 Character Assessment & Housing Needs

Alan reported that he was working on producing a single document report for the Character Assessment and that it was a long job. He undertook to have some summary information ready for the Workshop on the 10th October.

Mike reported that he had made further progress on the HNS report and this will be circulated with these minutes. In addition he had produced a summary for use at the workshop and this is also attached.

He commented that the version of the report, which the Chairman had sent to Emma, was lacking important appendices. This will be put right.

127 Planning for the Workshop

There was an extensive discussion on the forthcoming workshop and how best to prepare ourselves. It was suggested that we consider the following Pre Reading:

Local Plan Part II

http://consult.cheshirewestandchester.gov.uk/portal/cwc_ldf/cw_lp_part_two/pref_app?pointId=4078773

It was recommended that we just read sections 6,7,8 and 9

Our Supporting Information

Housing Development

The two HNS reports, The Affordable Housing Notes produced by Mike (see attachment),
The Character assessment work and the guide for Parish Councils (see attachment)

Environment

Village Plan and the Character Assessment work

Travel & Movement

HNS, Village Plan and Character Assessment

Economic Development

Village Plan, HNS and Kate's note produced in November (see attachment)

128 Planning for October and November

The format of output required and the consultation process to run in November was discussed. Several options were considered and the Chairman referred the team to a number of other NP Consultation documents. These will be emailed to the team.

John emphasised the need for a rapid turn around of the workshop outputs in order to meet the programme deadlines.

Eileen reviewed the plans for Roadshows in October and for the follow up drop-ins at the primary schools, the Village Hall Film Night and the library in November.

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.

129 Communications

The Facebook admin password will be requested from Kate.

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.

130 Finance

Juliette had informed the Chairman that she would update him on the 5th October regarding work on the End of Grant report and the second application for grant money.

131 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.00 pm

**A workshop will be held on Monday 10th October from 10.00hrs in the Village Hall
The next Steering Group meeting will be on Wednesday 19th October at 7.30pm.**

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 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	Complete
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	??	
Contact Emma regarding the designation of ASLEVs and data on historic buildings	Alan	Complete
Provide e version maps for use in CA report and the consultation processes	David	Complete
Communicate with UI to confirm acceptance of plans for the workshop	John	Complete
Confirm plans for Draft Policy booklet production with Graphish	Eileen	Complete
Confirm plans for November venues including pub visits etc	Eileen	17 th October
Discuss and agree the collection process for the Consultation Booklets	All	10 th October
Provide Emma with updated Appendices for HNS	Mike/ John	asap
Contact Kate for Facebook admin password	John	asap