

## Neighbourhood Plan Steering Group Meeting 25/26

Village Hall, Norley Road, Cuddington

Wednesday 19<sup>th</sup> October 2016 and Wednesday 2<sup>nd</sup> November 2016 both at 7.30pm

### Present:

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

**Apologies:** Kate Johnston, Juliette McDonald

### **Notes of the Meeting No 25 - 19<sup>th</sup> October 2016:**

The Meeting was quorate and opened at 7.30pm.

#### **132 Review of Minutes and Actions**

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

#### **133 Draft Consultation Document**

Following the Workshop held on Monday 10<sup>th</sup> October a consultation questionnaire, based on the workshop output, and seeking views on the draft Vision, Objectives and Policy ideas had been produced. The team reviewed this and a final draft was agreed for printing and distribution.

#### **134 Roadshows**

The final details of the roadshow content was discussed and the steering group membership available for the roadshows was confirmed. Eileen undertook to put posters out in the village to advertise the Roadshows.

#### **135 Finance**

The chairman asked for all outstanding expenses to be submitted as soon as possible.

### **Notes of the Meeting No 26 - 2<sup>nd</sup> November 2016:**

#### **136 November Activities**

##### **a. Questionnaire Delivery & Responses**

Volunteers delivering the consultation questionnaire had already started work. Eileen reported that collection boxes for the returned questionnaires would all be in place by 3<sup>rd</sup> November.

Colin reported that SurveyMonkey was already available for residents to use and he undertook to provide a link for the Steering Group to use for loading in paper responses. He pointed out that, as before, any manually entered responses should be coded at the end in the "for Office Use" area, with the initials of the person entering it and a sequential number.

The team volunteered to manage and empty the collection boxes as follows:

Sandiway library, Handleys and Spar - Mike	Garners and Cuddington News - Tim
Sandiway School and John Dudley - Andy	Cuddington School - Hilary
Delamere Park – Colin	Define Wine - John

It was noted that we were hoping to receive 600 plus paper responses and that those collecting should not feel that the onus was on them to enter everything they collect, so please let Eileen know if things are getting out of hand.

Alan and Tim volunteered to pick up two rounds for which volunteers had not come forward.

## **b. Drop-In Programme- to encourage resident participation**

Eileen outlined the suggested programme of events and meetings we might attend to encourage feedback to the draft policies consultation, as described in the schedule sent out with the agenda. She reported that she and John had already met with the Methodist Wives at their monthly meeting. She had taken along a copy of the Housing Needs Survey and a copy of the Policies questionnaire as visual aids. The briefing had taken about 10 minutes.

After discussion volunteers were agreed for all events. The updated schedule is attached with these minutes.

### **137 Communications**

The Facebook admin password will be requested from Kate so that David can start to use it for communications.

Eileen showed the meeting a poster that will put up in the village to encourage people to fill in the questionnaire. Alan asked that the poster be sent to all the team for use as a visual aid at the Drop-In sessions. This is attached with these minutes.

### **138 Finance**

Juliette had informed the Chairman that she was just about ready to complete the Grant monitoring Form and was expecting to send this off on the 3<sup>rd</sup> November. She was awaiting the outcome of our discussion on the UI proposals before making the application for the next tranche of money.

### **139 Proposals for Support by UI**

John reminded the meeting that the cost of consultant support through to the Reg 14 consultation has already been quoted for (Stage 4 of the UI proposal- attached with these minutes).

The proposals in the most recent quotation from UI, Stage 5 & 6 - (see email from Jo Tuesday 1<sup>st</sup> November, and the analysis attached with these minutes) were discussed.

The total cost for this support, Stages 4,5 and 6 will exceed the expected grant award.

After some discussion it was agreed that we ought to consider approaching the grant awarding body and ask for a larger grant. John undertook to raise this with Juliette.

There were a number of items in the UI proposal which the team felt were not likely to be needed, namely Stage 5a, 5d and Stage 6b, 6c and 6d.

This view was based on UI recommendations (Stage 5a,d and 6d) and recommendations made by Cheshire West and Chester Planning team (Stage 6b)

It was agreed that the team would reflect on the information for a further discussion. John undertook to talk to UI about coming along for a full discussion with the team on the next steps.

### **140 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 Wednesday 16<sup>th</sup> November at 7.30pm.**

## Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution	All	16 <sup>th</sup> Nov
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	Complete
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	3 <sup>rd</sup> November
Design and plan consultation via a booklet to be delivered to all homes	Eileen / Comms Team	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 if required.	Andy/John	
Confirm plans for November venues including pub visits etc	Eileen	Complete
Discuss and agree the collection process for the Consultation Booklets	All	Complete
Provide Emma with updated Appendices for HNS	Mike/ John	5 <sup>th</sup> November
Contact Kate for Facebook admin password	John	asap
Circulate the updated list of attendees for the November Drop-ins and send a copy of the poster out for use at the Drop-ins	Eileen	With minutes
Forward information on the UI proposals for further support and contact UI	John	asap