

Neighbourhood Plan Steering Group Meeting 27

Village Hall, Norley Road, Cuddington

Wednesday 16th November 2016 at 7.30pm

Present:

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

Apologies: Val Godfrey, Kate Johnston, Juliette McDonald

The Meeting was quorate and opened at 7.30pm.

141 Review of Minutes and Actions

The notes from the previous meeting had been produced and had been circulated to the team for comment. The chairman opened the meeting by thanking everyone for the efforts they had put into the project particularly over the past few weeks.

142 November Activities

a. Questionnaire Delivery & Responses

All deliveries of the questionnaire had been completed. Around 50 replies had been received directly into SurveyMonkey. The team had collected 161 paper copies from the collection points. Over 2500 questionnaires had been delivered.

b. Drop-In Programme- to encourage resident participation

Team members had been attending meetings of village organisations. The programme had been agreed at the last meeting. The response at these had been very positive. It was hoped that this additional publicity and encouragement would, in particular, increase the involvement of the younger age group in our parish.

143 Communications

The Facebook admin password had been obtained and David had started to use it for communications. He reported that as a result of the Facebook page the Northwich Guardian had published a short update on our progress. The chairman thanked David for his work on this.

Eileen had arranged for the Questionnaire and the publicity poster to be put on the village website. Posters had also been handed out to businesses and posted around the village.

144 Report on contacts with Emma Jones (CWaC) and Bob Philips (UI)

John had sent a report out prior to the meeting recording separate conversations with Emma and Bob. (These are attached with the minutes for completeness).

Emma had written to the team and provided a detailed insight into the work carried out by Mike on the HNS analysis along with a commentary on the draft policy ideas currently out for informal consultation.

The team recognised that there was quite a lot of information to digest. It was agreed that each theme area would be looked at by the relevant SG member(s) and reported on in the next few meetings. It was agreed that we would request a meeting with Emma and Rosie early to mid December.

The proposals for what are called Stages 4, 5 and 6 of the UI programme of support were discussed. It was agreed that Bob would be asked to re-quote for a programme of support through to and including the preparation of the Draft NP for submission to CWaC (regulation 15). The team also requested some further clarification on the precise outputs required for each element of work. John agreed to seek that clarification.

In principle the meeting agreed to continue to work with UI.

Alan reported that he would need to spend more time on the Character Assessment before it would be ready for sharing with the other Steering Group members.

145 Finance

Juliette had informed the Chairman that she had completed the Grant monitoring Form and that Groundworks had requested a refund of £26.42. Julie the Clerk to PC had arranged for this to be paid back.

Once the detailed quotation from UI has been received we will be in a position to go forward for the next tranche of grant.

It was agreed that there ought to be some provision in the grant application for some minor printing costs and publicity costs to support the Regulation 14 –Formal Consultation stage. Eileen will make an assessment of this for inclusion in the application.

146 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 Monday 28th November at 7.30pm.

PLEASE NOTE THE CHANGE OF DAY

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution	All	OVERDUE
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Circulate notes on CWaC Parking Strategy consultation	Eileen	When received from CWaC
Write up a project report for the Grant application process	Juliette	Completed
Apply for the next tranche of Grant funding	John/Juliette	End November
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	
Provide Emma with updated Appendices for HNS	Mike/ John	Completed
Contact Kate for Facebook admin password	John	Completed
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	Completed
Forward information on the UI proposals for further support and contact UI	John	Completed
Review Emma's note on the draft policy ideas and report back on the relevant sections	All	Nov/Dec
Continue work on the Character Assessment ready to share with the SG	Alan	Dec
Contact Emma to seek permission to share her inputs with UI and set up an afternoon meeting with her and Rosie.	John	asap
Contact Bob Philips for a re-quote for UI support and for clarification of the outputs we need for a successful submission.	John	asap