

Neighbourhood Plan Steering Group Meeting - 5

Village Hall, Norley Road, Cuddington

Wednesday 20th January 2016 at 7.30pm

Present

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

Apologies: Juliette McDonald, Kate Johnston, John Faulkner, David Jackson

Notes of the Meeting:

The Meeting opened at 7.30pm

26 Minutes of Previous Meeting

The minutes were accepted including amendments suggested by Alan.

27 Action Review

The action list was reviewed and updated.

Tim offered to send Mike the link to the CWaC planning site to enable him to inspect the traffic reports produced for the Dalefords Lane Major Development Application.

28 CWaC Inputs

The information provided at the last meeting and since then by Emma and Rosie was much appreciated by the team and had proved very useful background and source material.

29 Work Programme Discussion.

The draft work programme for the period to July 2016 was discussed in detail. It was agreed that although a tight schedule, that the team would be willing to try to follow the plan. The key tasks in the programme were the development of some initial policy areas for discussion with the Community via Roadshows in April.

To assist in this process it was thought helpful to obtain some large maps of the Parish, with its new boundaries, so that the team can identify different aspects of the village eg built areas, green belt, countryside, recreation areas etc. John K undertook to follow this up with David.

Locations for roadshows were discussed and it was agreed that, in order to reach all parts of the community, events should take place in the Village Hall, Delamere Park Clubhouse, the Library, and possibly Cuddington Primary School the Methodist or the Full Gospel church. These would be set for

different days and times.

Following that, the next public interaction would be in July when the NP Vision and Draft Policy Statements would go for consultation to the Community.

It was envisaged that this would be via Roadshows plus a document delivered to every premises in the Parish.

Val commented that we should use the period from now until April to raise awareness generally about the Neighbourhood Plan and its progress, using existing meetings of village organisations, churches etc.

30 Housing Needs Survey

An indicative price for a HNS had been obtained from CCA. It was agreed that before committing to spending a significant amount of money on this, that some soundings would be taken on options for carrying out the work ourselves or with assistance from members of the community.

It was agreed that Rosie's advice on sensible options would be sought in the first instance.

It was recognised that this was a key piece of work to underpin the NP. Tim Mike and John K were actioned to progress this.

In the meantime the team would be given access to a few questionnaires that had been used for this sort of work.

Val agreed to contact a Surveymonkey user for some advice.

31 Communications

The importance of communications was discussed. It was agreed that a communications sub Group should be set up to work on the immediate issue of raising awareness in the community, and to work on designing and planning public events and on-going publicity.

The need for and design of a logo was discussed. It was agreed that the Round Tower was probably the most iconic image to use, possibly alongside appropriate lettering. The Comms team will work on this.

Val, and Eileen agreed to form a Communications Team, but would ideally need one more volunteer. The Chairman undertook to contact Juliette after the meeting to see if she would join them.

32 Action Review

The actions discussed in the meeting were reviewed and agreed.

The meeting closed at 9.10pm

The next meeting will be on:

TUESDAY 2nd FEBRUARY 2016 PLEASE NOTE THE CHANGE OF DAY AND DATE

Summary of Actions

Action	By whom	Due Date
Consider ideas for a logo ahead of the next meeting and arrange initial meeting	Comms Team	Ongoing
Forward electronic copies of the draft plan and the NP protocol to the NPSG	John K	Complete
Consider the key milestones for the NP project as detailed in the Draft project Plan	All	Complete
Sign Off NPSG Constitution	All	Ongoing
Forward suggested names for possible members of the Economic Development subgroup, drawn from local businesses. After the initial policy ideas have been formulated by the SG sub committee.	All	April 2016
Look for traffic and transport survey data attached to recent planning applications	Tim	Complete
Forward link to CWaC planning portal to Mike	Tim	ASAP
Report on topographical maps and the needs and likely costs for our project	David	2 nd February
Contact David to ask for some large maps	John K	ASAP
Provide links to HNS questionnaires carried out already as examples to consider	John K	ASAP
Create template(s) for Evidence gathering and Drafting for consideration by the team	John K	Complete
Contact Rosie re meeting with Rachel Rens, CWaC Housing Officer	John K, Tim, Mike	ASAP