# Minutes

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING
## held on 10th October 2016

Attendees:  Councillors Eddie Ankers, Benjamin Gibbs, Rene Hancock
Adrian Hancock, Hugh Ashworth, Julie Ashworth, Janet Clarke, Steve Morley,
Sharron Tew, Bill Atteridge (Chair)

### 1    Apologies
Councillor Kevin Gibbs

### 2    Note Taker
Steve Morley volunteered to take minutes for the meeting.

### 3    Declaration of interest (Parish Councillors)
None

### 4    Conflicts of interest (Non Parish Councillors)
None

### 5    Minutes from last meeting – 26/09/2016
Minutes agreed by all with outstanding actions to be addressed in the meeting.

### 6    Status of ongoing NP activities
6.1. Social Media
Benjamin advised that he was preparing the next steps for online engagement which
will be aligned to focus on the questionnaire and related activities.

6.2. Poster competition
Still awaiting a response from the school; posters are required for February 2017 and
it was agreed that although we still had some time left it would be ideal if this could
be concluded before Christmas.

6.3. Banners and questionnaire design
Benjamin presented printed mock up examples which were well received by all and
combine images of the village with NP logo and branding.

6.4. Photographer
The meeting planned for September 28th did not take place and has been
rescheduled for this week.

6.5 Application for grant from Central Government
The application was submitted on 1st October by Carol Jones and an acknowledgement has been received. Lucy Hughes has advised that it usually takes two weeks for funding to be released unless questions are raised. To date no questions have been received; a total of just over £8,500 has been requested.

6.6 Community Engagement
6.6.1 Hugh suggested that we could consider an article in the Crewe Chronicle to help maintain awareness of the NP, an interview with Bill was suggested for consideration in the future.

6.6.2 Bill confirmed that written responses to the initial NP questionnaire are still being received, Janet pointed out that this was evidence of how long it can take to receive all responses in an exercise such as this.

6.6.3 Bill also confirmed that NP postcards will be delivered by the Leaflet Team on Monday/Tuesday 17/18 Oct and an updated quotation is awaited.

6.6.4 New Banner-hanging locations to be agreed in the next meeting.

6.6.5 Adrian has provided a list of 30 delivery routes that cover the parish and could be used to plan NP questionnaire deliveries which are scheduled for 30th October. A list of volunteers by route needs to be compiled and the Scouts have been approached to see if they would like to help with deliveries.

6.7 Parish Council
Submissions for financial support from the Parish Council for the 2017/18 budget period need to be submitted for consideration as soon as possible; current funding forecasts predict a £6.5k deficit.

The meeting agreed to make an application for £15,000 with a caveat of agreeing to return any unspent funding.

6.8. Information from Lucy Hughes/Cheshire Community Action
Following this meeting it was agreed that the draft NP questionnaire would be emailed by Benjamin, reviewed by the group with comments shared by email before Benjamin passes the draft version to Lucy Hughes for review and comment.

7    Progress on development of questions for NP questionnaire
7.1 Bill thanked the group for their work in developing draft questions for inclusion in the questionnaire for each of the section headings and Benjamin presented a draft copy of the questionnaire that was reviewed at length and amended by committee; Benjamin captured all agreed changes and a revised version will be circulated on 11th October.

7.2 A Parish boundary map will be included in the questionnaire and fill one A4 page, Lucy Hughes has advised that this map will be the same as requested from Rhiannon Monaghan at Cheshire East Council.

7.3 It was agreed that the questionnaire should also include a list useful contact numbers pertinent to the village.

7.4 The final number of pages is yet to be confirmed, based upon current content the questionnaire is likely to be 20 pages.

7.5. Business Questionnaire
This will be an online questionnaire only.

7.6. Questionnaire for under 18s
There will be additional short online questionnaires for age groups 12 and under and teenagers.

7.7 Agreed amendments to the questionnaire included:
- Respondent identifier to be moved to the end of the questionnaire.
- Homes to be described as households
- Sex to be changed to gender
- Offline media options to include Chronicle, Guardian and Word of Mouth
- A £50 prize draw will be conducted for respondents that provide their contact details
- Questions need to inform the agreed NP policies which will be captured including the 'Your Vision' section

## 8 Issues for inclusion on next meeting agenda

8.1 Agree new locations for banners hanging around the Parish.

8.2 Committee to consider whether road signs should be used to promote Shavington-cum-Gresty as an NP Village, these would be placed on the existing signposts that mark the boundaries of the Parish. It is suggested that 7 signs would be required at a cost of between £300 and £400 each. Costs need to be verified.

## 9 Approval of expenditures

9.1 The group approved the purchase of 25 T-shirts at a cost of £100 that will be NP branded and issued to the delivery team for use on the 30th.

9.2 Ben requested assistance in obtaining quotations for the printing of postcards, banners and questionnaires. Hugh had tried one local printer without success and the meeting agreed that the lowest of three quotations would be accepted providing the specification of the product received was comparable. To date Solo Press have supplied the most competitive pricing although it was recognised that final costs could not be determined until the number of pages in the questionnaire was confirmed.

## 10 Confirmation of next meeting

7.30pm on 14th November 2016 at Shavington Village Hall.