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Minutes

NEIGHBOURHOOD PLAN STEERING GROUP MEETING held on 18 July 2016

Attendees: Bill Atteridge (Chair), Councillor Kevin Gibbs, Councillor Benjamin Gibbs, Sharron Tew, Adrian Hancock, Janet Clarke, Steve Morley

1 APOLOGIES

Received from Julie Ashworth, Hugh Ashworth and Renee Hancock.

2 NOTE-TAKER FOR THE MEETING

Steve Morley volunteered to take the minutes of the meeting.

3 DECLARATIONS OF INTEREST (PARISH COUNCILLORS)

None.

4 CONFLICTS OF INTEREST (NON-PARISH COUNCILLORS)

None.

5 MINUTES

The minutes of 20th June were passed as an accurate record of the meeting.

6 STATUS OF NP LAUNCH ACTIVITIES

- 6.1 Bill thanked everyone for their support and attendance at the Village Festival and School Fayre where stands had been used to promote the Neighbourhood Plan (NP), hand out questionnaires and engage residents of the village.
- 6.2 NP questionnaires were delivered by the Leaflet Team to all households in the village during 13th and 14th July.
- 6.3 Bill has followed up with Rhiannon Monaghan at Cheshire East Council (CEC) regarding our submission to confirm the boundary map for the NP and issues going forward and advised as follows:



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6.3.1 The CEC website link to the NP boundary submission is not working, Rhiannon asked to resolve as soon as possible.

6.3.2 The CEC website gives both July 15th and August 15th as closing dates for public responses to the boundary submission, the latter is correct and Rhiannon will amend the website.

6.3.3 CEC advised that it would be 'on or about the end of August' before they gave approval to the boundary submission.

6.3.4 Rhiannon suggested she could chair a workshop for the SG when we had completed our initial questionnaire information gathering (she very much liked the questionnaire!) and our ideas for the NP major issues, overall plan, etc.

- 6.4 Ben updated the meeting on Facebook activity for the NP where two adverts have been placed to date with more proposed to follow. The first NP advert reached 4000 Facebook users which were confirmed as mainly local; this number was enhanced thanks to 'organic growth' which sees the initial respondent tagging the NP to friends and family. Using Facebook's own measure for success the first advert scored 10 out of 10 with the second scoring 9 out of 10 due to a slightly lower reach.

The two adverts have generated 120 online NP questionnaire completions; a further 8 written questionnaires have been collected to date from the local drop points.

The cost of the first advert has been confirmed as £6 per day, the second is expected to be slightly higher due to the lower number of click through.

- 6.5 Kevin advised that a postcode review of NP questionnaires received to date showed a good distribution of responses from across the village

ACTION: Consider the use of a heat map to plot responses across the village and identify any areas of low response rate for possible follow up.

- 6.6 Bill spoke with the Primary School Deputy Head at the School Fayre and the poster competition will be revisited when the schools return on September 7th following the summer holidays, it was agreed that the Cubs and Brownies should also be included.

7 DISCUSSION OF EARLY RESULTS - QUESTIONNAIRE RESPONSES

- 7.1 The meeting discussed how the questionnaire responses received to date could best be reviewed to start to identify trends and issues. Adrian suggested that we use a score sheet to rank and prioritise issues as this had worked well for a previous village survey and Ben confirmed that the electronic responses could be easily collated and scored.

It was agreed that we needed a common template to ensure consistency as questionnaires are evaluated and Sharron suggested we create an online file share for the steering group to access and share responses as they are received.



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Kevin offered to create a draft evaluation template and use this to review the online questionnaires received to date, he will also pass the template to Sharron who has volunteered to review completed paper versions of the questionnaire. The target is to complete this work in the next two weeks.

Bill advised the meeting that we will need to consider ways to ensure continuing engagement with residents that have completed the questionnaire and provided contact details. Over 50 email addresses have been collected to date and it is important that we both thank people for their response and retain their interest in the NP.

ACTION: Ben will send an individual thank you email to everyone that has submitted an online questionnaire; a reminder will also go out before the 15th August deadline inviting additional submissions from friends and family.

8 DISCUSSION OF POSSIBLE LOCATIONS FOR DISPLAY OF BANNERS

- 8.1 An NP banner is currently on display across the fence of the Village Hall and the Parish Council has also agreed that a roller banner can be displayed in the foyer of the Village Hall.
- 8.2 It is proposed that banners are moved around the village during the NP project and the meeting discussed various sites suitable for display, current suggestions are:
- A resident's garden at the junction of Crewe Road and Newcastle Street
 - Railings opposite Greenfields at the end of Main Road
 - At the traffic lights near the former meat processing factory however there is no obvious location as it is believed the barriers belong to the Highways Agency and there have been issues in the past when banners are hung there. (The use of wooden road side stands was discounted due to the potential for vandalism.)
 - Fence on the Church land on Crewe Road
 - Within the Primary School grounds

Permissions to be sought before any banners are placed

9 DELIVERY OF LEAFLETS BY VILLAGE VOICE INSERT

- 9.1 It was agreed that Janet and Bill will meet with Adrian at 2pm on 20th July to place NP questionnaires inside all copies of the Village Voice in readiness for deliveries that commence on the 21st. The NP steering group will pay the Village Voice £199.50 for the delivery service which is in line with the charge for the Leaflet Team questionnaire distribution as agreed with the Parish Council's initial expenditure process.



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10 DE-BRIEF OF MEETING WITH CEC NEIGHBOURHOOD PLAN SUPPORT TEAM

- 10.1 Bill met with Rhiannon Monaghan (CEC) at Municipal Buildings, Crewe, on 13 July 2016, see Point 6.3 above.
- 10.2 In the same meeting it was also confirmed that CEC would be the final source of any funding received for the NP and initial claims should be made to central Government and the Parish Council. Bill agreed to check the amounts available for the various stages of NP development.
- 10.3 The meeting agreed that Lucy from the Cheshire Community Action group should be approached to be engaged as a consultant to the steering group. Ben suggested that a project plan be in place for 1st October to outline our intended actions. It was hoped Lucy/CCA could be engaged to ensure our plan and application for Government funding were all correct, this work could access up to £9000 for the NP. If there are any charges for the preparation of the plan/application this would be sought from the Parish Council in due course.

11 PROCESS OF APPLICATION FOR FUNDS FROM GOV'T

- 11.1 It is proposed that Lucy from Cheshire Community Action Group will be engaged by the steering group to lead on this work.

12 ISSUES FOR INCLUSION ON THE NEXT MEETING AGENDA

- 12.1 The following items are to be discussed in the next meeting:
 - Update on electronic questionnaire responses
 - Actions to be taken once the deadline for submitting questionnaires has passed (15 Aug)
 - Confirmation that all paper questionnaire have been collected, collated and reviewed
 - A common template for collating questionnaire responses has been created and is in use
 - Confirmation that all questionnaire respondents that left contact details have received a thank you email
 - Ben to have contact with Lucy at CCA and confirmation of a cost for an NP project plan and guidance on how to access funding

13 CONFIRMATION OF DATE OF THE NEXT MEETING

- 13.1 The next meeting of the NP Steering Group will take place at 7.30pm on 22nd August 2016 in Shavington Village Hall