

Shavington Cum Gresty
Neighbourhood Plan Steering Group

Minutes from Meeting

16.05.2016

Present: Steve Morley, Adrian Hancock, Sharron Tew (notes), Janet Clarke, Julie Ashworth, Hugh Ashworth, Bill Atteridge (Chair), Councillor Kevin Gibbs

Agenda Item		Actioned by
1	Apologies Councillor Benjamin Gibbs, Councillor Eddie Ankers, Councillor Rene Hancock.	
2	Election of Chairman Unanimous vote by members for Bill Atteridge. Post Accepted by Bill.	
3	Note-taker for the meeting Sharron Tew volunteered.	
4	Election of Vice Chairman Unanimous vote by members for Councillor Benjamin Gibbs.	
5	Membership Steve Morley, Adrian Hancock, Sharron Tew, Janet Clarke, Julie Ashworth, Hugh Ashworth voted in as members. Reminded that the group can have a maximum of 20 volunteer members, who can be voted in during any of the steering group meetings.	
6	Declaration of interests – Parish Councillors Councillor Kevin Gibbs confirmed that he has no interests to declare.	
7	Conflicts of interests – non parish councillors All members confirmed that they have no conflict of interest.	
8	Minutes of inaugural meeting Minutes agreed by group.	
9	Outline project plan <u>Agreed</u> - 2 year projection for completion of plan is a realistic timescale. <u>Agreed</u> - to initially use locality neighbourhood plan roadmap as it will be beneficial to use as a guide Points raised to be included in plan: to include a clause about developers writing in with unrealistic ideas – these will need to go to Cheshire East Council; consideration for new school if further developments are agreed.	
10	Submission of parish boundary plan to the Parish Council <u>Agreed</u> – to use the parish boundary map as supplied by Cheshire East Council. Discussed that it needed to be submitted in proper electronic	

	<p>format and that there will be a 6 week wait for Cheshire East Council from the date of submission.</p> <p>Form to be drafted to submit to the Parish Council for the Parish Meeting.</p>	<p>Bill Atteridge</p>
11	<p>Resident Questionnaire</p> <p>11.1 Need to finalise at next meeting the questions to be included on the resident questionnaire.</p> <p>All members to consider what questions they think would be relevant to go on the initial questionnaire to engage the community and raise awareness of the S-C-G neighbourhood plan steering group.</p> <p><u>Agreed</u> - that the questionnaire will need a brief outline what a neighbourhood plan is and that it cannot say no to housing but can specify housing.</p> <p>11.2 Getting younger residents involved</p> <p>Poster competition for Shavington Primary school. 2 age groups – Key stage 1 and Key stage 2.</p> <p>Heading: What would you like Shavington Cum Gresty to look like in 10 years time?</p> <p>Hopefully will be able to give a brief talk in the school assembly to announce the competition and basic information about what a neighbourhood plan is about.</p> <p>Box for posters could be in reception.</p> <p>Posters on A4 sheet of paper in portrait orientation in colour and can be hand drawn or on computer, artists to put their Age and Year on the back of the poster.</p> <p>Winning poster for both age groups– ideas: £15 each for Hobby Craft runner up £5 book voucher.</p> <p>Competition winners to be announced at the School Fair – discussion to get local press, i.e. Chronicle and Guardian involved, with photo's of winners and press release of the group.</p> <p>Poster competition needs to close no later than the 20 June so that the posters can be judged in the next meeting.</p> <p>11.3 Announcement of the Steering Group and neighbourhood plan</p> <p>Need to consider some sort of announcement for the village. There are 2 events being held at the beginning of July: Shavington Summer Festival 02 July & Shavington primary School Fayre 08 July.</p> <p>Form to be completed for stall at the village festival. Adrian Hancock will email the necessary form to Bill Atteridge to complete.</p> <p>Email/tele call to Shavington Primary School to discuss what the possibility is to hold a poster competition for Key stage 1 and 2 and to make the winning announcement at the school fayre and to have a stall there also.</p>	<p>ALL</p> <p>Adrian Hancock & Bill Atteridge</p> <p>Bill Atteridge</p>

	<p>Discussion if not feasible to hold poster competition through the primary school to approach Shavington Youth Club and Cubs.</p> <p>11.4 Using the village voice to deliver the resident questionnaire. Costing approximately £150 for coloured 4 page inset. Next Village Voice to be distributed end of July. File with information to be provided to the festival committee no later than the 01 July. Copy to be passed to Adrian Hancock.</p> <p>11.5 Village Banner Example given of a banner in Pipe Gate ' Help us with our neighbourhood plan' then having the facility to add things on i.e. date of next meeting. <u>Agreed</u> - good idea and could be placed on the fence outside the village hall.</p> <p>11.6 Posters Use all competition posters and laminate them and place on lamp posts around the village. Put posters in prominent places i.e. village notice boards, doctors notice boards, local shops and businesses – these can be replaced each time we want to communicate with the community on points of interest – the posters could also be rotated. Posters would include name of young artist.</p> <p>11.7 Website Website is needed for the group. Advised that this will be considered along with the new web pages for the Parish Council and can take up to 8 weeks. Other ideas in the interim to consider having a landing page with contact details and groups facebook page – to be discussed further in next meeting.</p>	ALL
12	<p>Paid Consultancy Assistance Discussed that this is not cheap. If a decision was made to use the services of Cheshire Community Action, it would be over the limit for a single contract and we would need to approach 2 other contractors for their bids. Agreed first step is to get the parish boundary agreed by Cheshire East Council first and then possibly seek help on the next steps. Reminder that Rhiannon Monaghan from Cheshire East Council can also provide some information that will be needed. Agreed that the group could purchase information as it progresses in the neighbourhood plan.</p>	
13	<p>Issues for inclusion on the next meeting agenda 13.1 Extraordinary meeting to be held on Monday 23rd May 10am to discuss activities and monies related to them. Costings for; Flyers, design of logo, Posters – including paragraph on back on what a neighbourhood plan is, Electronic Messaging Services, Cost for setting</p>	

	<p>up web page, lamination of posters, Banner, Sail flag, prizes for poster competition, resident questionnaires @ 3000, post it notes.</p> <p>13.2 Discuss Shavington Village Festival 02 July 2016 runs 1pm to 4.30pm and what will be on the stall and what we want to achieve from this.</p> <p>13.3 Discuss Shavington Primary School summer fayre 08 July 2016 what will be on the stall and what we want to achieve. Possible to distribute resident questionnaire here, or do online or take email address and email link.</p> <p>13.4 Resident questionnaire.</p> <p>13.5 Logo for the support group.</p> <p>13.6 On line media to be used to promote the group and it's activities.</p>	
14	<p>Date of next meeting</p> <p>20 June 2016, 7.30pm, Shavington Village Hall</p>	