



Your Vision.
Our Community.
Our Future.

Minutes

NEIGHBOURHOOD PLAN STEERING GROUP MEETING held on 26 September 2016

Attended: Bill Atteridge (chair), Councillor Benjamin Gibbs, Sharron Tew(notes), Councillor Eddie Ankers, Julie Ashworth, Hugh Ashworth.

- 1 **Apologies**
Councillor Kevin Gibbs, Janet Clarke, Steve Morley, Adrian Hancock, Councillor Rene Hancock
- 2 **Note Taker**
Sharron Tew
- 3 **Declaration of interest (Parish Councillors)**
None
- 4 **Conflicts of interest (Non Parish Councillors)**
None
- 5 **Minutes from last meeting – 12/09/2016**
Minutes agreed by all.
- 6 **Status of ongoing NP activities**
 - 6.1. Social Media
Benjamin Gibbs advised that there has been a good hit rate on the non-fee posts on Facebook and that we can reach an even bigger audience in Shavington cum Gresty if the posts are paid for as there are the facilities to reach target audiences.
 - 6.2. Poster competition
Melvyn Latham – school governor – is away until next Monday.
Jenny from scouts – Bill Atteridge has sent an email and is currently awaiting a response.
 - 6.3. Branding and questionnaire design
Quote is currently with the Parish Clerk to agree. Ready for design of banner and flyers and sort out the questionnaire later. Branding and design will be done by Brave Little Tank (BLT).
 - 6.4. Photographer
Benjamin Gibbs has arranged to meet up with the photographer on Wednesday evening. During this meeting, Benjamin Gibbs will agree what is needed so that there





Your Vision. Our Community. Our Future.

will be a library of photographs available for the Neighbourhood Plan to use. Quote for this is £450.

6.5 Application for grant from Central Government

The application has been passed to the Parish Clerk last week. Benjamin Gibbs will confirm the date that the application was submitted. Advised once submitted, it should then take two weeks to process.

6.6 Community Engagement

Suggested that we could possibly ask the WI if they would be interested in helping to distribute questionnaires within the parish.

Will need a list of local community groups so that they can be contacted to see if they would like a member of the steering group to attend one of their meetings to give a talk about the neighbourhood plan.

Suggestion to place a post on Facebook to see if the users of the community groups would respond to see who would be interested. Benjamin Gibbs advised that we have budgeted for £50 per month to spend on social media – he will create two posts that will reach target audiences to help gather what community groups are in the parish, where they are held and when.

6.7 Parish Council

Benjamin Gibbs attended a Parish Council communications meeting. One of the outcomes of the meeting is that they would like to adopt all of the neighbourhood plan branding. This will need to be agreed by the Parish Council.

6.8. Information from Lucy Hughes (CCA)

Lucy Hughes has provided some data for the group to look at using when designing the neighbourhood plan. Bill Atteridge will email this information to the rest of the steering group.

7 Progress on development of questions for NP questionnaire

7.1. Agreed order of 5 sections for the questionnaire:

Section 1: Social and Community facilities

Section 2: Housing

Section 3: Transport and infrastructure

Section 4: Business and Economic activities

Section 5: Environment

7.2. Discussion took place on the layout of the questionnaire and the questions to be in each section. Benjamin Gibbs will gather all of this together in a Word document and send it across to BLT for the design of the questionnaire.

The Parish boundary map will need to fill one A4 page.





Your Vision. Our Community. Our Future.

The questionnaire will consist of 16 pages (including front and back page). Estimate 6 pages of introduction, map and how to fill in, leaving 8 pages for questions.

7.3. Business Questionnaire

This will be an online questionnaire only. Sharron Tew to email the questionnaire to Benjamin Gibbs.

7.4. Questionnaire for under 18's

There will be three additional short online questionnaires for age groups 12 and under, 13 to 15 and 16 to 18 year olds.

8 Agree draft inclusions for questionnaire

Discussed questionnaire at length and agreed on questions and to review, including Lucy Hughes/CCA, before it goes for printing to ensure it meets all that is needed to enable all relevant information to be gathered from the residents for the neighbourhood plan.

9 Review Plan/preparation schedule

Designers BLT will need a rough layout by 27/09/2016.

Question for the questionnaire need to be with the designers by next Monday – or 10th of October at the latest.

Benjamin Gibbs will get the dates for revisions as well.

Timeline so far:

- 15th/16th October – Banners go up. Group need to decide where the banners will be displayed. There will be 5 banners printed. Text to go on the banners: 'Your voice counts. Return your questionnaires by 14/11/2016'.
- 17th/18th October – Postcards to be delivered by The Leaflet Team. Text to go on the postcards:

11 Issues for inclusion on next meeting agenda

Midnight 14th November is the closing date for completed questionnaires

- 30th October – Questionnaires are to be delivered. There will be 6,000 questionnaires printed.

10 Approval of expenditures

Discussion and agreement about having branded polo shirts for delivering the questionnaires. Benjamin Gibbs will obtain some quotes, Badges needed when attending the community group meetings and consultation meetings.

Draft questionnaire – needs to be sent to all group members including Lucy Hughes from the Community Action Group for review.

BLT need one week for the design of the questionnaire.

Latest date for questionnaire to be sent for printing – 25/10/2016, but ideally needs to be the 20/10/2016.

12 Confirmation of next meeting

10th October 2016 at 7.30pm.

