

Minutes

Lymm Neighbourhood Plan

Core Group Meeting 1

Held at: Lymm Village Hall – Council Chamber
10 August 2017 at 7.30pm

Present: Councillor Bob Barr OBE, John Brotherhood, Valerie Foreman, Jonathan Foreman, Iain Legge, Nicky Leonard, Chris Marshall, Natalie Palmer

Agenda Items

1. Apologies

2. Interim Officers / Roles

It was agreed that the core group should seek legal advice on preparing a constitution with terms of reference. A declaration of members' interests may be required for the core and extended group. In the meantime it was decided that essential interim roles should be created and interim officers appointed until the full core group could assemble at a future date. The following interim appointments were agreed:

Chair – Natalie Palmer

Secretary – Valerie Foreman

Membership Secretary – Nicky Leonard

Mapping officer and IT officer – John Brotherhood

Liaison officers – Nicky Leonard, Natalie Palmer, Iain Legge

It was also agreed that the role of a web officer would be required to manage a community facing website at a later date.

It was decided that a letter should be written to the Chairman of Lymm Parish Council, John Bamford, requesting that the core group be recognised by the Parish Council.

Signed.....Chair Natalie Palmer

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It was decided that the core group would consult WBC's Solicitor in the planning dept, Michael Bell on legal matters affecting the group.

Action

- **Cllr B Barr** to contact Michael Bell – (Warrington Council's solicitor in the planning Dept.) to request advice on legal matters affecting the group.
- **Cllr B Barr** to liaise with Cllr J Bamforth (Chairman of the Parish Council) over the preparation of a letter confirming the Parish Council is supporting the group.

3. The Task – Neighbourhood Plan for Lymm Parish

It was agreed that the core group should inform Warrington Borough council that a group had been formed to undertake the task of researching, consulting on and writing a Neighbourhood plan for the Lymm Parish.

The task is to produce a plan for the development of the Parish over the next twenty years which wins the support of the local community in a referendum. This plan cannot be in conflict with the Local Plan prepared by Warrington Council which is currently out for consultation. The plan is not limited to the provision of housing in the Parish.

Action

- **Natalie Palmer** prepare draft letter to WBC for discussion at next meeting

4. Support Application – the Form

Grant funding is available to support the preparation of the Neighbourhood Plan. Further investigation into the application process, any timescales and the eligible expenditure, is required. It was agreed that submitting the form to secure funding to achieve Lymm's Neighbourhood Plan was a priority.

Action

- **Natalie Palmer** review the grant funding application process for deadlines etc and report at the next meeting.

5. Local Plan Consultation- 22 August

WBC is holding a consultation on the Local Plan for Warrington in Lymm on 22 August between 3pm and 8pm in the village Hall. It was agreed that as many members of the core and extended groups as possible should attend this meeting and feed back to the core group on the opinions of the Lymm residents that attend. Cllr Ed Gough was

Signed.....Chair Natalie Palmer

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organising a timetable to ensure that members are present throughout the consultation as far as possible.

Action

- **Nicky Leonard** contact Cllr Ed Gough to help co-ordinate attendance.

6. Local Plan comment

The deadline for public comment on the local plan is 12 September. Cllr B Barr reported that the parish council can submit comments up to the end of September.

Action

- **Natalie Palmer** prepare draft letter of comment to WBC for discussion at next meeting

7. Tasks

Currently the core group is storing information on Google drive for free, however it was considered that the constraint of only using Google applications for editing documents was a disadvantage. It was considered microsoft365 offered a more flexible approach. John Brotherhood has a licence and he is willing to provide access for the group to share documents. John also recommended the use of google maps as a tool to identify land use and planned land use in the Parish.

The membership and contact lists for the group, currently held by Cllr B Barr, need to be managed and consent to sharing this information needs to be recorded.

Site visits to the land which has been included as available in the Local Plan will be discussed at the next meeting.

An understanding of the Local Plans and the Neighbourhood Plans of districts bordering on Lymm Parish is required. (See next agenda item) It will also be important to liaise with groups preparing neighbourhood plans in these districts. The committee will need to formulate a response to other groups which may contact it for collaboration.

Action

- **John Brotherhood** establish and maintain an internet based file saving facility with controlled access for members of the group.
- **John Brotherhood** compile a google map of the Parish which identifies the land under discussion and key community land marks.
- **John Brotherhood** to liaise with Parish council re access to a web page on their site.
- **Nicky Leonard** to maintain the contact list and consent list of core and extended group members and collate the information on skills gathered at the last meeting.

- **Cllr B Barr** to pass core and extended group membership and skills information to Nicky Leonard
- **Cllr B Barr** to provide named point of contact details of the groups preparing plans in Thelwall and the chair of the Appleton Thorn Neighbourhood plan.

8. Reading

It was agreed that the following documents were to be reviewed and reported on at the next meeting

Action

- **all** read the relevant sections of the WBC Local Plan
- **Nicky Leonard** research Appleton Thorn plan and Trafford plan affecting adjacent boundaries
- **Natalie Palmer** Holmes Chapel and Appleton Thorn plans
- **Iain Legge** Cheshire East plan, adjacent boundary search to Lymm Parish re proposed sites

9. Any other business

Cllr I Marks would be available for help in Cllr B Barr's absence. Lymm high School to be contacted to discuss how pupils could become involved with the consultation and whether the Geography Department would like to become involved with any of the research etc.

Action

- **Cllr B Barr** to make contact with Lymm High School.

10. Date and place of next meeting

The next core group meeting to be held on Thursday 31 August at 7.30pm to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

Action

- **Valerie Foreman** to book the venue and find out its availability for future meetings
- **Valerie foreman** to prepare the draft minutes of this meeting

Signed.....Chair Natalie Palmer

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- **Valerie Foreman and Natalie Palmer** to prepare draft agenda for the meeting

Signed.....Chair Natalie Palmer

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