

Minutes

Lymm Neighbourhood Plan

Working Group Meeting 10

Held at: Lymm Village Hall – Council Chamber
11 January 2018 at 7.30pm

Present: Councillor Anna Fradgely, Councillor Robert Barr, Derrick Clarke, Jonathan Cooper, Mel Dwyer, Valerie Foreman, Jonathan Foreman, Iain Legge, Martin McKeivitt, Lewis Denton

In attendance: Andy Openshaw, Rev Bev Jameson

Agenda Items

1. Apologies

John Brotherhood, Dr Natalie Palmer

2. Declaration of Interests

None

3. Approval of last minutes

The minutes of the Working Group Meeting held at Lymm Council Chamber on 7 December 2017 were approved as a true and fair record of the meeting. Proposed by DC. Seconded by MD

4. Action points from previous minutes

The following action points were carried forward to the next meeting:

- JB, BB, IL, DC to meet to discuss maps
- Theme Heads to plan set up of groups

Signed.....Chair Dr Natalie Palmer

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5. Correspondence

A meeting had been arranged with WBC on 23 January 2018 at 1pm. The information the group need to take to the meeting would not be available in time. It was agreed that JF will contact WBC to rearrange the meeting

Action

- JF contact WBC to postpone the meeting to a date in early February.
- NL to prepare draft report on Consultation Analysis to be approved at the next Working Group meeting

6. Funding

The Grant application for £4,365 from Locality had been approved.

The technical support in relation to the Character Assessment had been recommended for approval by AECOM.

Action

- DC to manage the consultant appointed to prepare the Character Assessment

7. Legal Matters

AO had prepared a draft structure for the working group its 5 themed subgroups and external communication etc. for discussion. A timeline plan would follow. It was agreed that VF would circulate the draft structure for comments. Once the structure was agreed, names could be assigned to functions.

It was reported that VF had circulated an email advising the working group that their names would appear on the minutes to be published on the Group's website.

AO informed the meeting that a policy would be prepared for approval by the group for the usage of One Drive for document and email storage.

Following the recent resignation of NP as Chairman of the working group, due to family commitments, the procedure for appointing a new Chairman was discussed. It was agreed that when the structure of the group was in place, nominations for Chairman would be sought. Until then JF would continue to Chair the next few meetings. A procedure for voting on members to the working group would also be finalised.

Action

- AO/VF to finalise the structure of the working group for approval at the next meeting
- AO to publish the approved working group minutes on the group's website.
- AO/JB to prepare a draft policy for usage of the One Drive.
- VF/JF to circulate procedure for nominations of Chair

Signed.....Chair Dr Natalie Palmer

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8. Project Plan

The draft vision statement was discussed. It was agreed that BJ will review the draft statement and produce a revised version for the next meeting.

DC reported that he had spoken to the Chair of governors at LHS with a view to engaging pupils with community projects. BJ, a Governor at LHS informed the meeting that the HS would need to know by Easter 2018 if anything was to be added to the curriculum.

It was agreed that JC will work with AO to implement mail chimp for email communication.

Action

- **JF** to email BJ with the word version of the document for amendment.
- **BJ** to rework the statement to improve its impact
- **BJ** to liaise with the High School
- **JC/AO** to implement mail chimp and integrate it with the website.

9. Publicity / Website etc

JB/AO had done a lot of work over Christmas on the website. It was agreed that more content should be provided for the website. Minutes, terms of reference of working group, press releases and updates, vision statement etc. BB to provide support to AO by reviewing the content of the website.

It was agreed that a AO/VF/LD should prepare a policy for the groups Facebook for approval at the next meeting

JC to implement the permanent display at the Sanctuary Café. (budget £300)

Action

- **JF/VF** to forward information to AO for publication on the website.
- **AO/VF/LD** to prepare a Facebook policy for approval
- **JC** to implement the permanent display at the Sanctuary Café.
- **BB** to support AO in the content for the website

10. Consultation

The consultation draft report was discussed. It was agreed that the extended group should be contacted for help drafting press releases and producing the planned newsletter.

The proposed public meeting date of 28 April was discussed it was decided that a date late in May or early June should be booked as an alternative. It is important that time is spent launching the consultation on the vision statement and getting the 5 themes working groups under way.

Action

- **JF** to circulate consultation draft report once received from NL
- **JF/VF** to contact the extended group for help with press releases etc
- **VF** to circulate potential dates for consultation day

11. Working Groups

Themes

Environment, Design and Character

Housing and Development

Transport

Economy and Employment

Community, leisure and wellbeing

The formation of the 5 themed working groups was discussed. It was agreed that the heads of the groups would draw up bullet points of five key issues in advance of the next meeting. This will help avoid duplication of work by groups. Terms of reference should be agreed for each group.

Action

- **Each working group head** to draw up a short list of topics their group will address and forward to VF by 21 January for circulation with the agenda for the next meeting

12. Any other business

The use of S106 of the Town and Country Planning Act was discussed together with the need for an evidence base to support any needs identified.

Action

- **None**

13. Date and place of next meeting

The next core group meeting to be held on Thursday 25 January at 7.30 to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

The following future meeting dates have been agreed 8 February 2018, 22 February 2018, 8 March 2018, 22 March 2018.