

Minutes

Lymm Neighbourhood Plan

Core Group Meeting 2

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

Present: Councillor Anna Fradgely, John Brotherhood, Derrick Clarke, Jonathan Cooper, Mel Dwyer, Valerie Foreman, Jonathan Foreman, Iain Legge, Nicky Leonard, Chris Marshall, Martin McKevitte, Dr Natalie Palmer, Tom Seabrook

Agenda Items

1. Apologies

Councillor Bob Barr OBE, Bob Thomas-Carter.

2 Approval of last minutes

The minutes of the Core Group Meeting held at Lymm Council Chamber on 10 August 2017 were approved as a true and fair record of the meeting.

3. Letter to Warrington Borough Council

For the purpose of gaining recognition of the Group by Lymm Parish Council and Warrington Borough Council, Natalie Palmer submitted a draft letter for approval by the group. The process of receiving recognition is expected to take six weeks.

It was agreed that once clarification on the boundaries of the Parish had been received the letter will be sent to the Chairman of Lymm Parish Council, John Bamford for submission to Warrington Borough Council

Action

- **NP** to send the letter

Signed.....Chair Dr Natalie Palmer

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4. Grant application and finances

Grant funding is available from My Communities once the Group is officially recognised by Warrington Borough Council. The basic grant funding is up to £9,000, a further £6,000 can be claimed in certain circumstances. Any grants given must be spent by 31 March 2018 and the grant cannot be spent on costs incurred before approval was received.

It was agreed that Lymm Parish Council would be asked to provide start-up funding of £1,000 to cover start-up costs, publicity costs and event costs which may be necessary prior to the receipt of grant funding from My Communities.

Action

- **JF** send a letter to Lymm Parish Council requesting funding
- **AF** to support funding request at next Parish Council Meeting
- **JF** prepare draft application forms for the My Communities Grant

5. Constitution/legal compliance

It was reported that the Neighbourhood Planning Group from Bray in Berkshire had drawn up a constitution that may be adapted for the Lymm Neighbourhood Planning Group. It was agreed that further consideration needs to be given to the size of the core group and how many members would need to be present to form a quorum. The need for a declaration of interests and personal indemnity will need to be considered. Tom was asked to report back on the steps that need to be taken in preparing and approving the Neighbourhood Plan.

Action

- **TS** to continue work on constitution, declaration of interest etc.
- **TS** to report on the steps that need to be taken to ensure the correct process is followed in preparing and approving the Neighbourhood Plan

6. Local plan consultation- 22 August

Feedback was given to the group. It was decided that more information was needed from Warrington Borough Council planning department on their requirements from the Lymm Neighbourhood Plan and the timescales involved. It was decided to invite Michael Bell from the planning department to the next meeting.

Action

- **NP** to contact Michael Bell.

7. Local plan - comment

Cllr Anna Fradgely informed the meeting that the deadline for comment on the local plan had been extended to 29 September. It was decided that the Group would submit a collective response. Individual group members could also post comments if they wished.

Action

- **NP** to draft letter for circulation and comments

8. Feedback from Appleton/Holmes Chapel review

NP reported that the number of homes covered by the Appleton plan was 500 and they spent £7,000 of grant money. This compares to Lymm's population of circa 12,000. The Chair of the Holmes Chapel group offered to speak about that group's experiences at a future meeting.

Action

- **NP** to arrange for Brian Bath from Holmes Chapel to speak to the group

9. Feedback from Trafford review

Nicky Leonard reported that Trafford had identified Warburton as a historic village and are likely to resist any development which might adversely affect it. There was no proposed development in the Little Bollington area or around the Bowden roundabout.

10. Feedback from East Cheshire review

Ian Legge reported that there were over 90 Neighbourhood Plans being prepared in East Cheshire. The nearest to Lymm was at High Legh. There seemed to be a lot of support from the East Cheshire Council for those preparing plans.

11. Mapping

It was agreed that John Brotherhood would report on this at the next meeting.

Action

- **JB** update progress at the next meeting.

12. Website

John Brotherhood reported on his progress. It was agreed that it is desirable for the group to have one email address for Lymm residents to send in their opinions. Also it was agreed the group needs access to social media, marketing and printing. John Brotherhood to contact Sharon Charteress in connection with this.

Action

- **JB** update progress at the next meeting.

Signed.....Chair Dr Natalie Palmer

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13. Town planner

It was agreed that it may be useful for the group to employ a town planner as there was a precedent for this at Appleton. A decision on this was postponed until a later date, once funding priorities were decided.

14. Publicity

Cllr Anna Fradgely informed the group that the Parish Council has employed a publicity co-ordinator (Zoe) to promote the village, and that the group should use her to communicate with the local community.

It was decided that there should be a consultation with the local community as soon as possible depending on availability of the Village Hall in October. Derrick Clarke to provide electronic copies of the posters he prepared for meetings on the Village Design Statement to Jonathan Cooper to translate to pdf images and onward circulation to John Brotherhood.

Action

- **NP** to conduct poll on dates for Consultation
- **VF** to check when the Hall is available and make a booking
- **DC** to email electronic copies of posters to Jonathan Cooper
- **JC** to email pdf versions of posters to John Brotherhood
- **NP** to circulate draft presentation

15. Working Groups

It was agreed that going forward the core should split into 3-5 working groups which report back to the main group to report on progress. This would need more discussion at a future meeting.

16. Any other business

The issue of confidentiality of the meeting minutes was discussed and it was agreed that until the group was formally recognised the minutes should remain confidential.

17. Date and place of next meeting

The next core group meeting to be held on Thursday 14 September at 7.30pm to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

Action

- **VF** to book the venue and find out its availability for future meetings
- **VF** to prepare the draft minutes of this meeting
- **VF** to prepare draft agenda for the next meeting