

Minutes

Lymm Neighbourhood Plan

Core Group Meeting 3

Held at: Lymm Village Hall – Council Chamber
14 September 2017 at 7.30pm

Present: Councillor Anna Fradgely, Councillor Robert Barr, John Brotherhood, Derrick Clarke, Jonathan Cooper, Mel Dwyer, Valerie Foreman, Jonathan Foreman, Iain Legge, Nicky Leonard, Dr Natalie Palmer

Agenda Items

1. **Apologies**

Tom Seabrook

2. **Approval of last minutes**

The minutes of the Core Group Meeting held at Lymm Council Chamber on 31 August 2017 were approved as a true and fair record of the meeting.

3. **Action points from previous minutes**

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

- **JF** prepare draft application forms for the My Communities Grant
- **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
- **NP** to circulate draft presentation for consultation on 14 October

4. **Letter to Warrington Borough Council regarding local plan**

Ian Estall joined the meeting to discuss the local plan consultation. It was decided that the Group would submit a collective response. The draft letter was approved.

Action

- **NP** to submit letter

Signed.....Chair Dr Natalie Palmer

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5. Funding

Lymm Parish Council approved the request for a budget of £1,000 at its meeting on 12 September 2017. This budget is to cover start-up costs, publicity costs and event costs which may be necessary prior to the receipt of grant funding from other sources.

The group asked Anna Fradgely and Bob Barr to pass on its thanks to the parish council.

A project plan is required to be produced before the My Communities Grant is submitted. Mel Dwyer and Jonathan Cooper will take on this task.

Clarification is required on whether the group will be allocating sites, as this can determine the maximum grant available from My Communities.

Action

- **AF & BB** Pass on thanks to parish council
- **MD & JC** Prepare project plan
- **BB** clarify whether the group will be allocating sites

6. Legal Matters

It was agreed that the draft terms of reference should limit the number of members of the core group to 10 and that a Deputy Chairman was required. It was agreed that Nicky Leonard shall be the Deputy Chairman. It was agreed that a declaration of interests shall be included at the beginning of future meetings.

Action

- **JF** update draft terms of reference and circulate for agreement prior to passing to BB
- **BB** forward the draft terms of reference to the parish council for consideration

7. External Communication

A logo for the Lymm Neighbourhood plan was presented and approved. It was agreed that templates for letters and power point presentations should be produced using the logo. JB presented the draft communication policy.

Action

- **NP** to request the production of letter templates and power point templates using the logo theme.

8. Data management

JB had created a Slack site for the group to share data.

9. Mapping

Progress on the google map of the parish was reviewed.

Action

- **JB & IL** to continue work on this and add the following; SHLAA land, flood plain and conservation area.

10. Website

The domain name was available for £25. Hosting costs need investigating.

Action

- **JB** purchase the domain name
- **JB** to report back on the website hosting charges

11. Consultation

The Village Hall had been booked on 14 October for the first public consultation. Photographs are required to illustrate the themes of the five working groups. Leaflets and posters advertising the event are required.

Action

- **NL** to request photographs from the extended group on the five themes
- **NL** to circulate the costs of leaflet production
- **NP** circulate revised draft questionnaire

12. Working Groups

The themes of the five working groups were agreed and members of the core were allocated to them as below.

Environment, Design and Character – DC,

Housing and Development MD, IL

Transport – JB, JC

Economy - NL, JF

Social and Community Needs – NP, VF

Signed.....Chair Dr Natalie Palmer

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Date.....

13. Any other business

It was reported that the parish council required the group to produce a press release regarding the allocation of funding.

Action

- **AF** to take photograph and prepare draft press release for approval by the group and the parish council

14. Date and place of next meeting

A presentation by Brian Bath from Holmes Chapel will be held on Monday 25th September at Lymm Village Hall Council Chamber. He will be describing his experience of the Neighbourhood Planning Process.

The next core group meeting to be held on Thursday 28 September at 7.30pm to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

The following future meeting dates were agreed 12 October, 26 October, 9 November and 23 November.