

Minutes

Lymm Neighbourhood Plan

Group Meeting 4

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

Present: John Brotherhood, Derrick Clarke, Jonathan Cooper, Mel Dwyer, Valerie Foreman, Jonathan Foreman, Nicky Leonard, Martin McKeivitt, Dr Natalie Palmer,

Agenda Items

1. Apologies

Councillor Bob Barr, Councillor Anna Fradgley, Iain Legge, Tom Seabrook

2. Declaration of Interests

None

3. Approval of last minutes

The minutes of the Core Group Meeting held at Lymm Council Chamber on 14 September 2017 were approved as a true and fair record of the meeting.

Signed.....Chair Dr Natalie Palmer

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Date.....

4. Action points outstanding from previous minutes

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

- JF to 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 in place in preparing and approving the Neighbourhood Plan
- BB and DC to prepare the content of the presentation for the consultation and NP to circulate
- BB to forward the draft terms of reference to the Parish Council for consideration
- JB/IL to add the SHLAA land, flood plain and conservation area to the mapping
- JF to allocate money from the budget to enable JB to purchase the domain name

5. Correspondence

The email exchange between Tom Seabrook and the Higher Lane landowners was discussed. It was agreed that all correspondence to or on behalf of group members should be uploaded to the slack site, together with Core Group minutes.

Action

- VF to upload Higher Lane correspondence

6. Funding

JF reported on a conversation he had had with Jeremy Fennel from the My Communities web site. Jeremy expressed a belief that the size of the Parish would warrant the Neighbourhood Plan to be able to allocate sites. In view of the proposed number of houses it would also be expected that the extra £6,000 grant should be available. The application forms should be completed on this basis.

The application can be made as soon as the documents are ready. The application can be completed by anyone authorised by the Parish Council.

MD informed that the ability of the Neighbourhood Plan to allocate sites would exclude green belt sites under current planning law.

Action

- JF, JC, JB to prepare project plan for review at the next meeting.

7. Legal Matters

It was reported that JF had forwarded the draft terms of reference to Councillor Bob Barr for approval by the Parish Council at their next meeting.

It was agreed that VF, JF should prepare a draft Declaration of Interests policy for approval at the next meeting of the Core Group.

Action

- **JF, VF**, prepare draft declaration of Interests policy
- **BB** to put draft terms of reference before Parish Council

8. External Communication

It was agreed that it was vital for the core Group to have a strong link with the extended group via the soon to be set up working groups and their sub-committees.

It was agreed that all correspondence from the core group to external stakeholders be uploaded to the Slack site.

It was agreed that Andy Openshaw, Sarah Coke and Sarah Blunt be asked to act as liaison officers with the Extended Group.

Action

- **AO, SB, SC**, All to develop links

9. Data management

All agreed the Slack site was working well.

Action

- none

10. Mapping

Ongoing

Action

- none

11. Website

JB reported on the website hosting charges.

It was agreed that JF would allocate money from the budget to allow JB purchase the a domain name for the group

It was agreed that JB would register a shorter email address.

Action

- **JF** to allocate money
- **JB** to register domain name and shorter email address

12. Consultation

It was agreed that there would be a 'run through' of the day on Thursday 5 October at 7.30 in the Annexe for all members of Core with Extended group members joining at 8.15.

It was agreed that all Core Group members would send electronically A3 size posters to JC to print.

It was agreed that Councillor Bob Barr would provide the appropriate maps for the consultation.

Action

- **SB to facilitate run through with NP, NL**
- **AO, SC to liaise with Extended Group**
- **All to prepare posters and send electronically to JC**
- **BB to provide appropriate maps**

13. Working Groups Themes

It was agreed that establishing the key working groups should be the focus of the next meeting.

Environment, Design and Character	DC
Housing and Development	MD
Transport	JB
Economy	JF
Social and Community Needs	McK
Admin/Finance/Legal	VF, JF, TS
Web Site/IT	JB

14. Any other business

None

15. Date and place of next meeting

The next core group meeting to be held on Thursday 12 October 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 26 October, 9 November and 23 November.

Signed.....Chair Dr Natalie Palmer

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Date.....