

Minutes

Lymm Neighbourhood Plan

Core Group Meeting 9

Held at: Lymm Village Hall – Council Chamber
7 December 2017 at 7.30pm

Present: John Brotherhood, Derrick Clarke, Mel Dwyer, Valerie Foreman, Jonathan Foreman, Iain Legge, Lewis Denton, Martin McKeivitt,

In attendance:

Andy Openshaw

Agenda Items

1. Apologies

Natalie Palmer, Councillor Bob Barr, Councillor A Fradgley, Jonathan Cooper

2. Declaration of Interests

No interests were declared

3. Approval of last minutes

The minutes of the Core Group Meeting held at Lymm Council Chamber on 23 November 2017 were approved as a true and fair record of the meeting. Mel Dwyer proposed the approval of the minutes and Lewis Denton seconded the approval.

Signed.....Deputy Chair Jonathan Foreman

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4. Action points from previous minutes

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

- **JB, AO** to prepare note on document storage on One drive
- **JB, BB, IL, DC** to meet to discuss maps

5. Correspondence

It was reported that a further letter had been received from [REDACTED] regarding the Neighbourhood Plan Group and the Parish Council. The points in the letter were being addressed by Councillor A Fradgley and Amanda Riley.

Action

- **Cllr AF, AR** to report back to the Core Group

6. Funding

Grant application to be completed by 15 December 2017

Action

- **JF** support **AR** in applying for the grant

7. Legal Matters

JB to work with **AO** over Christmas and circulate a procedure note on how and where to store documents once the One Drive account is set up.

Action

JB, AO set up one drive for storing electronic documents

8. Project Plan

JB provided an analysis update.

DC produced and circulated a venn diagram of the 5 themed working groups, highlighting overlaps. The diagram should help heads of the working groups to interact.

With the aim of producing a vision statement and a strategic focus for the NP it was agreed that **JF** would circulate examples of vision statements produced by other Neighbourhood Plan Groups to help guide the process.

Signed.....Deputy Chair Jonathan Foreman

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It was agreed that the next meeting of the Core Group should focus on producing a vision Statement. Key themes had emerged following data analysis from the Consultation in October.

Action

JF to circulate examples of vision statements from other Neighbourhood Plans

9. Publicity/Website

It had been agreed at a previous meeting of the Core Group that its minutes should be displayed on the website. It was agreed that an email should be circulated to all members of the Core Group informing them that their names/initials would be published in the minutes on the website in the new year. It was agreed that members addresses should remain private.

Action

- **VF** to circulate email

10. Consultation

Data input from the questionnaires was now complete. It was agreed that the next meeting should focus solely on the Vision Statement and that there was no need to minute this meeting.

Action

- **All to attend meeting**

11. Working Groups

Themes

Environment, Design and Character

Housing and Development

Transport

Economy

Community, leisure and wellbeing

Signed.....Deputy Chair Jonathan Foreman

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It was agreed that the first meeting of the Core Group in January should focus on setting up these key working groups, together with the implementation of a structure for the Core Group. The venn diagram produced by DC for the Group should help with overlap of themes. Each working group would deal with specific, clear themes that would develop key policies

Action

VF/AO to produce draft structure of the Core Group and its sub working groups

Working Group Heads to plan set up of groups

12. Any other business

None

13. Date and place of next meeting

The next core group meeting to be held on Thursday 11 January 2018 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 have been agreed 25 January, 8 February, 22 February, 8 March, 22 March 2018 7.30-9.30pm