

Minutes

Lymm Neighbourhood Plan

Working Group Meeting 11

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

Present: Councillor Anna Fradgley, Councillor Robert Barr, John Brotherhood, Derrick Clarke, Valerie Foreman, Jonathan Foreman, Iain Legge, Martin McKeivitt, Lewis Denton

In Attendance: Rev Bev Jameson, Andy Openshaw

Agenda Items

1. Apologies

Jonathan Cooper, Mel Dwyer

2. Declaration of Interests

None

3. Approval of last minutes

The minutes of the Core Group Meeting held at Lymm Council Chamber on 11 January 2018 were approved as a true and fair record of the meeting. Proposed by Lewis Denton and seconded by Iain Legge.

4. Action points from previous minutes

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

- JF to finalise structure of working group
- AO/JB to circulate instructions for use of onedrive
- JC to implement permanent display at Sanctuary Café
- VF to circulate potential dates for consultation day

Signed.....Deputy Chair Jonathan Foreman

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Date.....

5. Correspondence

The meeting with WBC had been re arranged to Tuesday 6 March 2018 at 9.30am in the Annex. LH from CCA to attend.

Action

- AO to incorporate the Post-it Note summaries in the report on the consultation day

6. Funding

The grant award of £4,365 has been confirmed.

Action

- None

7. Legal Matters

AO accepted the Acting Chairman's invitation to join the working group. The invitation was seconded by DC and unanimously supported by the other members of the group. Referring to the Group's Terms of Reference, nominations for the Chairman/ Deputy Chairman role were to be made to the Committee Secretary by Friday 2 February. VF to prepare and circulate draft terms of reference for the 5 themes subgroups. AO/JB to continue work setting up onedrive account for the working group.

Action

- **All** make nominations for Chairman/Deputy Chairman for appointment at the next Working Group Meeting
- **VF** to draft and circulate terms of reference for the 5 subgroups

8. Project Plan

It was decided that a Survey Hero account should be opened. It will be considered as a channel for receiving feedback. AO had opened a Mail Chimp account and was working to integrate it with the website. The details of residents that wish to be kept informed are to be uploaded to the Mail Chimp database along with the list of volunteers. The proposed vision statement to be circulated to the Parish Councillors after CCA's comments have been incorporated. LD to proof read the Vision Statement and incorporate CCA's comments.

Action

- VF to supply contact details to AO for upload to Mail Chimp
- AO to open Survey Hero account
- JF to circulate Newsletter proposal
- JF to circulate Vision Statement to CCA
- LD to edit Vision Statement in the light of comments received

- JF to forward revised version of the vision statement to AF for circulation to the parish councillors

9. Publicity / Website etc

The working groups terms of reference, minutes and press releases were on the website. The policy for the Facebook site was approved. The proposed Facebook post was agreed. A press release was needed for the next issue of Lymm Life. The contents of the Newsletter were discussed.

Action

- JF to prepare press release
- AO to post the policy and an update on Facebook
- JF to circulate Newsletter proposal

10. Consultation

The launch of the five themes sub groups and feedback and the finalisation of the report from the first consultation are to be the priority.

Action

- None

11. Working Groups

Themes

Environment, Design and Character – The Working group expects to receive Technical Support from AECOM for the Heritage and Character Assessment. DC to be the liaison for this. The group will consider holding a photographic competition for residents' favourite views.

Housing and Development

Transport – traffic maps to be prepared e.g. journeys of pupils to and from school.

Economy and Employment

Community, leisure and wellbeing – this theme needs to address facilities for music, dance and drama in addition to sports facilities

Action

- BJ contact High School to gauge interest in mapping the journeys of pupils to and from school.
- All prepare summary document for topics to be discussed by each theme,
- VF circulate finalised summary document of topics to the Extended Group so they can express interest in any group they wish to join.

12. Any other business

None

Action

- None

13. Date and place of next meeting

The next core group meeting to be held on Thursday 8 February at 7.30pm to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

Signed.....Deputy Chair Jonathan Foreman

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Date.....