

Minutes

Lymm Neighbourhood Plan

Working Group Meeting 13

Held at: Lymm Village Hall – Council Chamber
22 February 2018 at 7.30pm

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

Agenda Items

1. Apologies

Mel Dwyer, Martin McKeivitt, Andy Openshaw

2. Declaration of Interests

None

3. Approval of last minutes

The minutes of the Core Group Meeting held at Lymm Council Chamber on 8 February were proposed by DC and seconded by JF as a true and fair record of the meeting.

4. Action points from previous minutes

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

- **JF/DC** to finalise structure of working group
- **AO/JB** to circulate instructions for use of OneDrive
- **JF/VF** to implement permanent display at Sanctuary Café
- **AO** to incorporate Post-it Note summaries in the consultation day report
- **VF** circulate finalised summary document of topics to the Extended Group so they can express interest in any sub group they wish to join
- **DC** to arrange to meet with RT from CCA in the next week

Signed.....Chairman Jonathan Foreman

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5. Correspondence

An agenda of topics for discussion with WBC was being compiled.

DC reported on the NP Liaison Group meeting held on 15 February. It was agreed that it would be useful to liaise with groups from East Cheshire to swap experiences.

JB had attended a consultation event held by Knutsford. The documents were available on the Knutsford website.

AF had circulated the group with minutes and action points from her meeting with two residents. The minutes would be filed for the record. The matter was now closed.

Action

- **VF** to circulate agenda for the meeting with WBC
- **IL** to circulate spreadsheet of SHLAAR sites to group members
- **JF** to ask CCA to make introductions to groups from East Cheshire.

6. Funding

A report on the position with AECOM was given. SB had offered to collate information for the HCA.

Action

- **DC** to make contact with AECOM and send Village Design Statement
- **JF** to forward information for AECOM from WBC to DC

7. Legal Matters

LD had amended the draft terms of reference for the 5 subgroups. JC had resigned from the Group due to a change in personal circumstances. A replacement will be found from the extended group to head up the economy theme.

Action

- **JF** to find replacement from the extended group

8. Project Plan

The themes document is being updated. DC proposed that, now that the themes of each sub group are known, the leaders of each group should produce an outline strategy of how they will move their subgroup forward and arrive at draft policies.

Action

- **DC, JB, MD, MMcK** to document the strategy they intend to follow to arrive at the draft policies for the theme they head.

9. Publicity / Website etc

The press release has appeared in Lymm Life and The Post (free paper produced by Warrington Guardian, it has also been accepted for Lymm Pages and The Essential Guide to Lymm. The next press release will be to introduce the HCA.

Email addresses for each office holder were discussed and it was agreed JB will move this forward with AO.

JB reported that all extended group contact were on the mail chimp database.

JB requires an email address from each group member they will use as the login name for OneDrive access.

Photographs are required for publicity and press releases JB/DC have photographs which can be used. If extended group supply photographs a consent form will be required to authorise the use.

Action

- **VF** to draft email for sending to extended group
- **All** provide JB with an email address for login to OneDrive
- **JB/DC** supply photographs for future press releases
- **DC** to find standard wording for permission to use photographs

10. Consultation

AF had circulated the proposed vision and objectives document to the Parish Councillors and reported that there were no issues, this will be tabled at the WBC meeting.

Once the summaries of the post it note are incorporated into the consultation day report each group member will provide a commentary for the question they summarised and the theme they head.

AO to trial Survey Hero with the members of the working group to check its value as a feedback channel, the draft survey to be amended with the comments from members of the working group.

Action

- **AO/JF** to finalise Survey Hero questionnaire and invite working group to complete it.
- **ALL** provide commentary for the consultation day report.

11. Working Groups

Environment, Design and Character - DC progressing the HCA with AECOM

Housing and Development - nothing to report

Signed.....Chairman Jonathan Foreman

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Transport – JB to contact High School with requirements to move forward journey survey project. Both journeys to and from school would need to be documented along with mode of transport. BB discussed potential software.

Economy and Employment – theme leader required

Community, leisure and wellbeing - MMcK and BJ have arranged to meet with Head from High School

Communication – Newsletter required, list of press release topics was discussed

12. Any other business

None

13. Date and place of next meeting

The next core group meeting to be held on Thursday 8 March 2018 at 7.30 pm to 9.30 pm at Lymm Village Hall Council Chamber. Draft agenda to be circulated prior to the meeting.

Signed.....Chairman Jonathan Foreman

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Date.....