

Hankelow Neighbourhood Plan Steering Group – Minutes & Actions**1st March 2016****Attendees:**

Nigel Cassidy (NC) (Chair) ✓
Fiona Donaghy (FD) ✓
Gin Foster (GF) ✓
Tony Lee (TL) ✓
Ian Jones (IJ) ✓
Colin Ainley (CA) ✓

Alan Draper (AD) ✓
Alan Chapman (AC) *
Louise Chapman (LC) ✓

Present ✓, Apologies *, Absent ×

Minutes

Potential non-resident attendees were discussed for the 'open evening' event on Friday 8th April. It was agreed that all relevant interested parties should be invited (either formally or informally) and GF agreed to draft an invitation letter to be sent to key stakeholders (e.g., primary developers, non-resident businesses, etc).

TL provided a comprehensive review the inspector's comments posted on-line in response to Audlem's submitted NP and the implications for Hankelow's NP were discussed by the committee. He also provided comment on other related NP documents that were pertinent to Hankelow (e.g., Brereton). It was agreed that Brereton's NP was more suited to Hankelow and that it represents a 'good practice' document to follow for Hankelow's draft plan.

The "settlement map" was discussed and there was a consensus that areas of other 'identified development' may be possible inside (or adjacent to) the settlement boundary. It was agreed that the need and allocation of potential sites should be a key discussion item in the focus group session at the open evening event on Friday 8th April.

Activities and a format for the open evening event on Friday 8th April were discussed in detail. It was agreed that;

- NC would give a ~15min opening presentation on what a NP is, what it means, how it affects and helps residents & non-residents, progress so far and activities for the evening. This would be followed by focus group sessions and a Q & A session to address the attendee questions. The event will be scheduled from 7.30-9pm.
- IJ would collect attendee signatures, CA to draft up attendee list document.
- Posters would be created (NC) to show the settlement map and agricultural zones for over the table discussions.
- Focus groups, provisionally led by TL, GF, AD, IJ, CA, LC to lead and encourage discussion of NP with attendees.
- Poster boards and information posters would be produced to show progress on;
 - o Housing development – current & planned,
 - o Identified areas of historical, heritage, agricultural and environmental importance,
 - o Feedback from NP questionnaire (i.e., posters from summer fete),
 - o Infrastructure, business and community,
 - o Natural environment.

TL agreed to draft up a script for the focus group table discussions on April 8th and NC agreed to produce draft flyer for distribution to residents on or after the 31st March.

It was agreed that an informal meeting would be held on the 7th March to gain feedback from the Cheshire East Council NP (CA & GF attending) and discuss open event logistics in more detail.

Next Meeting – 30th March 2016, Smithy House, 7.30pm.

Actions (New & closed since last issued)				
Ref.	Action	Owner	Date to complete	Status
12/03 - 001	Google Docs site – All Steering Group documents to be added onto the site (On-going action)	NC		Closed
12/03 - 006	Vision Statement update – Ongoing – To be incorporated into draft NP document	NC		Closed
11/06 - 02	Application for Funds – e-mail to Tom (Cheshire East Council) to get paperwork to apply for funds to help prepare draft plan. Ongoing – to Review action post 8th Open evening event	NC		Open
11/06 - 03	Link to NP Website - to be provided to John Tilly to add link onto Audlem Website	NC		Open
16/07 - 06	Posters – re-size the posters from the Fete for display on the Hankelow village notice board & for distribution to Audlem Medical Practice/other sites. To be incorporated into 8th April “Open consultation evening” meeting	NC		Closed
20/08 - 01	Non-resident views on NP – Ongoing consultation with non-resident stakeholders. To be incorporated into 8th April “Open consultation evening” meeting.	All		Closed
16/12 - 01	Arrange meeting with Audlem NP team to discuss best practice for developing NP Documents. To be arranged.	All		Open
9/2 - 01	Update Village “settlement area” map and send to Tom Evans (CEC) for comment.	NC		Closed
9/2 - 02	Produce ‘Agricultural Land Classification’ maps for discussion at next NPSC meeting.	NC		Closed
9/2 - 03	Investigate planning inspector response to Audlem NP submission	TL		Closed
9/2 - 04	Check availability of Brookfield Golf Club for an open NP consultation event on Friday 8 th April.	IJ		Closed
9/2 - 06	Attend Cheshire East Council’s neighbourhood planning seminar in Macclesfield (4th March 2016).	GF CA		Closed
9/2 - 07	Convert the pdf of Bunbury’s NP into editable text for writing Hankelow’s draft NP	CA		Closed
1/3 - 01	Draft an invitation letter to be sent to key stakeholders for the 8 th April ‘open evening’ event. Draft completed 29/03/2016.	GF		Open
1/3 - 02	Draft up attendee list document for April 8 th event.	CA		Open
1/3 - 03	Draft up a script for our focus group table discussions on April 8th. Draft completed 22/03/2016.	TL		Open
1/3 - 03	Produce draft flyer for distribution to residents on or after the 31 st March.	NC		Open