

## Hankelow Neighbourhood Plan Steering Group - Minutes & Actions

6<sup>th</sup> May 2015

### Attendees:

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

Alan Draper (AD) \*  
Alan Chapman (AC) \*  
Louise Chapman (LC) \*  
Colin Ainley (CA) ✗

Apologies \*, Absent ✗

Present ✓,

## Minutes

**Postie Meeting** - meeting held with volunteer posties to distribute Questionnaire Packs & Guidance Notes. Agreed the following:

- Specific collection dates to be arranged with each householder where possible, the alternative being a drop off at Gin Foster's post box (aim for 1 week turnaround)
- Face to face delivery & engagement to encourage high return rate
- Help to complete the questionnaires will be provided where requested
- Any empty houses to be recorded as Vacant
- "Known" interested parties that are non-residents will be contacted and pro-actively engaged in the Neighbourhood Plan (e.g. Golf club, Santosha, known landowners)

Volunteer posties & attendance at meeting recorded as : Geoff Cope ✓; Tony & Eileen Brown ✓; John Meadows ✓; Alan Abbot ✓; Chris Ellison ✓; Geoff Bryson \*; Tara Meredith \*; Chris Maughan \*

**Non-Resident Interested Parties** - Re-confirmed that "Known" interested parties that are non-residents will be contacted and pro-actively engaged in the Neighbourhood Plan (e.g., Brookfield Golf club, Santosha, White Lion, known landowners). A plan of action to achieve this to be agreed.

Agreed that the non-resident questionnaire (available on the website) would consist of:

- Statement of the Vision (as per the resident version)
- Name of the interested party (optional)
- Nature of the interested party - Land Owner, Business Owner, Landlord, Other
- Question - "What would you like to see in the village to help drive/maintain your business/interest"
- Question - "What would you not like to see in the village"
- Option to include "Any other comments"

The questionnaire **would not** include all other questions in the Residents' version

**Neighbourhood Plan Village Meeting** - agreed that an open meeting should be held for the whole village and interested parties - to be planned at the next Neighbourhood Plan Meeting and advertised at the Village Fete (21<sup>st</sup> June) on the Hankelow Village Stand

**Website & Posters** - Committee agreed look & feel - NC to tidy up.

**Next Meeting** - 11<sup>th</sup> June 7 pm - The White Lion

**Actions (New & closed since last issued)**

| Ref.           | Action                                                                                                                                                                                                                                                                                                                                                | Owner    | Date to complete | Status |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|--------|
| 12/03<br>- 001 | <b>Google Docs site</b> - all Steering Group documents to be added onto the site & e-mail joining-invites to be issued to all Steering Group members                                                                                                                                                                                                  | NC       |                  | Open   |
| 12/03<br>- 002 | <b>Housing Needs survey</b> - underlying data to be obtained (either from CA or from Cheshire East Council)<br><br><b>9th April - CE Council appear not to have data. NC &amp; CA to re-visit</b>                                                                                                                                                     | NC & CA  |                  | Open   |
| 12/03<br>- 003 | <b>Neighbourhood Plan Website</b> - to be created. Separate from the Hankelow Village website but with links from village website & potentially from Audlem website<br><br><b>6th May - final tidy-up required &amp; link from Audlem website to be arranged</b>                                                                                      | NC       |                  | Open   |
| 12/03<br>- 006 | <b>Vision Statement</b> - NC to add in photographs & distribute draft framework for feedback<br><br><b>9th April - ongoing - will be expanded to include feedback from Questionnaire process</b>                                                                                                                                                      | NC       |                  | Open   |
| 12/03<br>- 008 | <b>Audlem Website Link</b> - (Action from last meeting) to give Audlem a “heads up” that we will be setting up the Hankelow Neighbourhood Plan Website and would like to have a link from the Audlem website<br><br><b>9th April - pending Hankelow Neighbourhood Plan website set-up</b><br><b>6th May - closed as covered in action 12/03 - 003</b> | IJ       |                  | Closed |
| 09/04<br>- 001 | <b>Final Questionnaire</b> - (Action from last meeting) amendments from meeting to be included. Final version to be issued for formal approval. All committee members to confirm approval<br><br><b>NC issued 13th April All - to confirm approval</b><br><b>6th May - final versions approved &amp; issued</b>                                       | NC & All |                  | Closed |
| 09/04<br>- 002 | <b>Non-Resident Questionnaire</b> - NC to draft version for inclusion on the Website (subject to Audlem learnings where possible) - Steering Group to review & confirm content<br><br><b>6th May - content defined (see minutes)</b>                                                                                                                  | NC & All |                  | Open   |
| 09/04<br>- 003 | <b>Questionnaire “Postmen” Briefing</b> - NC to confirm date - proposed as Wed 6th May. Gin then to issue invites                                                                                                                                                                                                                                     | NC       |                  | Closed |
| 09/04<br>- 004 | <b>Envelopes for Questionnaire</b> - IJ to purchase on behalf of the committee                                                                                                                                                                                                                                                                        | IJ       |                  | Closed |
| 09/04<br>- 005 | <b>Parish Council Agenda item</b> - GF to ensure that the Neighbourhood plan is added as a standing item                                                                                                                                                                                                                                              | GF       |                  | Open   |
| 09/04<br>- 006 | <b>Poster for Village Notice Board</b> - NC & FD to draft a “The Neighbourhood Plan is Coming” poster & issue to committee for review                                                                                                                                                                                                                 | NC & FD  |                  | Closed |