

Hankelow Neighbourhood Plan Steering Group - Minutes & Actions

9th April 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) X

Present ✓,

Apologies *, Absent X

Minutes

Governance - agreed that a standing item will be included on the Parish Council agenda for regular Neighbourhood Plan updates

Non-Resident Interested Parties - discussion with Tom Evans (Spatial Planning Office - Cheshire East Council). Confirmation received from Mr Evans that there is no requirement to specifically identify and/or direct contact with all non-resident parties. Nevertheless, we will endeavour to contact & consult key/known stakeholders who have already engaged with the Parish. Any further obligation to non-resident interested parties can be fulfilled by providing open access to the consultation process via the Website. It was agreed that we will also make available a "Non-Resident" questionnaire on-line which will include confirmation of the nature of the party's interest in Hankelow.

Alan D to get input from Audlem on their progress & findings re. consultation with "non-Resident" & business stakeholders so that we can learn from their own experiences and incorporate best practice.

Questionnaire - revised drafts of questionnaire & Postmen/women "key message" guidance note reviewed & final amendments agreed:

- High level Vision Statement included with an Agree / Disagree tick box and an option to capture additional views
- Insert "free text" box for comment on rationale behind "What issues are important to you"
- Agreed not to offer a "prize" as incentive to return questionnaire (potential for a compromise in the anonymity of the collected data).
- Agreed to supply envelopes with each questionnaire to preserve anonymity (action IJ).
- Agreed that all Postmen/women will be provided with a primary set of questionnaires (pre-numbered to maintain completeness & prevent duplications) and a secondary set of Spares (also pre-numbered, X1, X2, X3
- Meeting to brief Postmen/women agreed as 6th May, 7pm at The White Lion.
- Target for delivery & return - 1 week turnaround (target completion by 1st June subject to holidays and with the understanding that there will be late returns & resident absences).

To be issued for formal approval to Steering committee

Meeting to be arranged to collate & review results (target 1st week June). Intention that the results will be available for public review at the Hankelow Village Fete (21st June)

Other - a discussion was had on how we can engage younger members of the community in the creation of the Neighbourhood plan - to be considered ongoing.

Next Meeting - 6th May 7.00 pm - The White Lion

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 & e-mail joining-invites to be issued to all Steering Group members.	NC		Open
12/03 - 002	Housing Needs survey - underlying data to be obtained (either from CA or from Cheshire East Council). 9th April - CE Council appear not to have data. NC & CA to re-visit	NC & CA		Open
12/03 - 003	Neighbourhood Plan Website - to be created. Separate from the Hankelow Village website but with links from village website & potentially from Audlem website.	NC		Open
12/03 - 004	Tom Evans - to send a list of questions to Tom that we would have discussed with him at the meeting - advice on obtaining records of non-residents who may have an interest in Hankelow neighbourhood plan; Housing Needs survey data. NC met with TE & confirmed position on non-residents (advice was to have an open & accessible consultation process via the website to provide the opportunity to comment on the plan - "Non-Resident" questionnaire to be made available).	NC		Closed
12/03 - 005	Draft Questionnaire - to review & provide feedback/acceptance (think about questions beyond just housing) to NC who will update, complete formatting and issue to Group for final review & sign-off, along with Introductory Statement, Key Messages for Postmen & Collection Signature sheets. Draft questionnaire provided & reviewed at meeting. NC to issue final version for formal approval.	All / NC		Closed
12/03 - 006	Vision Statement - NC to add in photographs & distribute draft framework for feedback. 9th April - ongoing - will be expanded to include feedback from Questionnaire process.	NC		Open
12/03 - 007	Questionnaire "Postmen" - list of volunteers to deliver/collect to be provided. Postmen/women identified and mailing lists defined.	GF		Closed
12/03 - 008	Audlem Website Link - (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. 9th April - pending Hankelow Neighbourhood Plan website set-up	IJ		Open

12/03 - 010	Parish Notice Board - contact Val Morrey to request permission/ access to notice board to provide updates to the village. Option to use for Hankelow Neighbourhood Plan confirmed	TL		Closed
09/04 - 001	Final Questionnaire - (Action from last meeting) amendments from meeting to be included. Final version to be issued for formal approval. All committee members to confirm approval. NC issued 13th April All - to confirm approval	NC & All		Open
09/04 - 002	Non-Resident Questionnaire - NC to draft version for inclusion on the Website - Steering Group to review & confirm content.	NC & All		Open
09/04 - 003	Questionnaire “Postmen” Briefing - NC to confirm date - proposed as Wed 6 th May. Gin then to issue invites.	NC		Open
09/04 - 004	Envelopes for Questionnaire - IJ to purchase on behalf of the committee	IJ		Open
09/04 - 005	Parish Council Agenda item - GF to ensure that the Neighbourhood plan is added as a standing item.	GF		Open
09/04 - 006	Poster for Village Notice Board - NC & FD to draft a “The Neighbourhood Plan is Coming” poster & issue to committee for review.	NC & FD		Open