

Hankelow Neighbourhood Plan Steering Group - Minutes & Actions

12th March 2015

Attendees:

Nigel Cassidy (NC) (Chair) ✓
Fiona Donaghy (FD) ✓
Gin Foster (GF) ✓
Tony Lee (TL) ✓
Tom Evans (TE) ✗

Alan Draper (AD) ✓
Alan Chapman (AC) *
Louise Chapman (LC) *
Colin Ainley (CA) ✗
Ian Jones (IJ) ✓

Present ✓,

Apologies *, Absent ✗

Minutes

Governance - it was agreed that all minutes & actions will be formally recorded following every steering meeting. Attendance will be captured and documented by signature. All notices issued to the village via Newsletters or the Parish Notice Board to be recorded/dated in the minutes.

Hankelow landowners & Interested Parties - it was agreed that anyone who holds an interest in Hankelow - land/property owners, lessees, tenants, businesses etc., should all be given the opportunity to contribute to the neighbourhood plan. Whilst all residents will receive a hand-delivered communication, including a Questionnaire, every effort will be made to contact non-residents who qualify as interested parties and allow them to comment/complete the Questionnaire. It was proposed that Tom Evans should advise on who ought to be included and whether CE Council can assist in providing details of ownership/interests.

Questionnaire - a draft was circulated to the Group for review - initial comments were:

- include a brief introduction on the purpose of the questionnaire & how it will be used to create the Neighbourhood Vision,
- ensure that all statements included are factually correct/up to date e.g. “21 sustainable villages where the building of 4/5 new properties a year might be expected”,
- limit the questionnaire to 2 pages to encourage completion,
- hand deliver & collect - preferably face to face with householder, offer to complete with them (split village between c. 10 “postmen”),
- Provide all Postmen with agreed Key Messages for communication with householders & invite them to the next meeting to review messages & run through plan & dates,
- include dates for return and options for return (collect from householder, deliver to Gin’s house - include address),
- keep questionnaire anonymous but record separately which households have completed & returned (householders signature),
- use sequential numbered questionnaires to maintain traceability & prevent duplicated submissions,
- offer automatic entry into a £10 prize-draw if the questionnaire is returned.

Target window for Questionnaire Delivery & Collection - 10th - 30th April

Vision Statement - a draft framework was presented for review - acknowledged that this cannot be completed in full until a) the data from the previous Housing Needs Survey is obtained & b) the results of the Questionnaire are received back from householders/interested parties.

Once it has been completed, it will be issued as part of the June Hankelow Newsletter
It was agreed that the Vision Statement should address more than simply housing preferences e.g., overall look & feel of the village; current infrastructure capability/constraints; what we would expect from Developers (support or enhancement of infrastructure inc. Audlem medical practice).

Audlem Website Link - it was agreed that a link from the Audlem Website to the newly created Hankelow Neighbourhood Plan Website would generate more traffic due to the popularity of Audlem's site. This is to be raised with Audlem to get their feedback

Next Meeting - 9th April 7.00 pm - The White Lion

Actions				
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)	NC		
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		
12/03 - 004	Tom Evans - 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		
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	All / NC		
12/03 - 006	Vision Statement - NC to add in photographs & distribute draft framework for feedback	NC		
12/03 - 007	Questionnaire "Postmen" - list of volunteers to deliver/collect to be provided	GF		

12/03 - 008	Audlem Website Link - 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	IJ		
12/03 - 009	Village Photographs - to provide a variety of village views, extending beyond the Green, for inclusion in the Vision Statement. 14.03.15 - photographs received	IJ		Closed
12/03 - 010	Parish Notice Board - contact Val Morrey to request permission/ access to notice board to provide updates to the village	TL		