

Hankelow Neighbourhood Plan Steering Group – Minutes & Actions	16 th August 2015
<p>Attendees:</p> <p>Nigel Cassidy (NC) (Chair) ✓ Fiona Donaghy (FD) ✓ Gin Foster (GF) Tony Lee (TL) ✓ Ian Jones (IJ) ✓</p> <p>Alan Draper (AD) Alan Chapman (AC) * Louise Chapman (LC) *</p> <p style="text-align: right;">Present ✓, Apologies *, Absent ×</p>	
Minutes	
<p>Members of the NPSG informally met with Councillor Rachel Bailey to discuss the NP process, planning and Cheshire East’s progress with the Local Plan. Advice on how to align Hanelow’s NP with Local Planning requirements was provided and will be incorporated into the draft NP documents.</p> <p>Engagement of non-residents in the NP consultation process was discussed including formal and informal approaches. Informal approaches are on-going (e.g., personal contact) and initial responses have been received on the web-site.</p> <p>The development of a “settlement map” was discussed that includes areas of open space, residential housing and key areas for future development in the Parish (e.g., Brownfield sites).</p>	
<p>Next Meeting – TBC</p>	

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 - 006	Vision Statement – NC to add in photographs & distribute draft framework for feedback Ongoing – To be incorporated into draft NP document	NC		Open
11/06 - 01	Web-site – NP Questionnaire results to be loaded onto the Website	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 – Review action at Feb meeting	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 - 01	Questionnaire to be provided to the Millburns at Parkview	GF		Closed
16/07 - 02	Character Assessment Document – to be circulated to steering committee To be incorporated into draft NP document	NC		Closed
16/07 - 03	Photos of the Village – all to provide photographs at the next meeting for inclusion in the Character Assessment Document (mixed examples of the properties that would be “suitable” for Hankelow; existing examples of infill)	All		Closed

16/07 - 04	Key Stakeholder Engagement – all to provide known stakeholders to Nigel & NC to write & request that they complete the non-resident Questionnaire Review action at Feb meeting	All/NC		Closed
16/07 - 05	Map of Hankelow – Louise to provide up to date map of the village in order for us to identify areas where planning has already been granted & areas of potential risk (to inform the Neighbourhood Plan)	LC		Closed
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. Ongoing – Review action at Feb meeting	NC		Open
20/08 - 01	Non-resident views on NP – Ongoing consultation with non-resident stakeholders. Limited responses to date. Ongoing – activities to be revised post Longhill Lane Planning Application process.	All		Open
16/12 - 01	Arrange meeting with Audlem NP team to discuss best practice for developing NP Documents. 26th Jan Update : Heather Jones and Geoff Seddon (Audlem NP/PC) agreed to meet at mutual date.	All		Open
16/12 - 02	Distribute update on NP via Parish Newsletter.	CA GF		Closed
16/12 - 03	Create draft Village “settlement area” map for review post discussions on land use, settlement areas in the parish and land designated as development areas. Map distributed to Steering Group members 1st Feb.	NC		Closed
16/12 - 04	Investigate what ‘Agricultural Land Classification’ data is available for the Parish . Information distributed to Steering Group members 1st Feb.	NC		Closed
16/12 - 05	Start draft of NP Document using other ‘approved’ NP as template (e.g., Bunbury & Audlem).	TL		Open