

Hankelow Neighbourhood Plan Steering Group – Minutes & Actions	30th March 2016
<p>Attendees:</p> <p>Nigel Cassidy (NC) (Chair) ✓ Fiona Donaghy (FD) ✓ Gin Foster (GF) ✓ Tony Lee (TL) ✓ Ian Jones (IJ) ✓ Colin Ainley (CA) *</p> <p>Alan Draper (AD) × Louise Chapman (LC) ✓</p> <p style="text-align: right;">Present ✓, Apologies *, Absent ×</p>	
<p>Minutes</p>	
<p>Discussion focussed around the details of the activities for the ‘open evening’ event on Friday 8th April.</p> <p>NC provided draft versions of the revised settlement map plus poster materials for comment and discussion.</p> <p>NC also agreed to provide a ‘crib sheet’ for prompting questions from attendees on the day.</p> <p>Arrangements were in hand for the event and no specific problems were envisaged.</p>	
<p style="text-align: center;">Next Meeting – TBC.</p>	

Actions (New & closed since last issued)				
Ref.	Action	Owner	Date to complete	Status
12/03 - 006	Vision Statement – Superseded : To be incorporated into draft NP document	NC		Closed
11/06 - 02	Application for Funds – discussion to Tom (Cheshire East Council) to get paperwork to apply for funds to help prepare draft plan. Ongoing – Review action at May meeting	NC		Open
11/06 - 03	Link to NP Website - to be provided to John Tilly to add link onto Audlem Website	NC		Open
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.	NC		Closed
1/3 - 02	Draft up attendee list document for April 8 th event.	All		Closed
1/3 - 03	Draft up a script for our focus group table discussions on April 8th. Draft completed 22/03/2016.	All		Closed
1/3 - 03	Produce draft flyer for distribution to residents on or after the 31 st March.	NC		Closed
30/3 - 03	Draft up a ‘crib sheet script’ for our focus group table discussions on April 8th. Draft completed 2/04/2016.	NC		Closed