

## Tattenhall and District Neighbourhood Planning Meeting

10am Wednesday 29<sup>th</sup> June 2011 at the Barbour Institute, Tattenhall

### Attendees:

Carol Weaver (Chairman)	Tattenhall & District Parish Council
Graham Spencer	Tattenhall & District Parish Council
Pat Black	Tattenhall & District Parish Council
Alex Radley	Community representative
Peter Weston	Community representative
Andrew Hull	Community representative
Jeremy Owens	CW&C Spatial Planning
Lesley Bassett	CW&C Housing Strategy and Enabling
Rob Hindle	Rural Innovation
Matthew Morris	Bolesworth Estate
Vicky Crank	Bolesworth Estate
Clare Jones	Cheshire Community Action
Deborah Brown	CW&C Rural West APB

### Apologies:

Chris Capes	CW&C Rural Regeneration
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### 1 Introductions and welcome

- All present introduced themselves and the new Community members were welcomed.
- List of email addresses circulated and agreed.

### 2 Update

- **Get together at Letters:** action plan produced – PB to circulate
- **Village fete:** It was the first time the Parish Council were at the Village Fete and overall it was well received. Maps of the village were displayed and comments received – PB to type up comments received and circulate.

### 3 Finance

- **Budget from Department of Communities and Local Government (DCLG):** The Tattenhall and District Front Runner Neighbourhood Plan secured £20k from DCLG to assist in the development of the Plan. The funding has been paid to the Local Authority (a condition of the grant) and an element of the funding has been committed to funding additional support through Rural Innovation. However, the Working Group agreed there was a need to jointly develop and agree a detailed budget which would establish the projected costs and resources required to deliver the plan successfully.
- **Other funding / resources:** CW&C is committed to provide technical assistance and other resources as required (including taking the notes of the meetings), however it was emphasised that all costs needed to be captured including in-kind (i.e. staff costs) to ensure a realistic cost of development of a Neighbourhood Plan is established. The Parish Council has not allocated any funding for the development of the Neighbourhood Plan.
- **Actions:**
  - (i) CW, GS, AR, PW, LB and JO to meet on Wednesday 6<sup>th</sup> July at 6.30pm to agree overall costings and projected resource requirements.
  - (ii) RH / CW to circulate the project plan to all new members.
  - (iii) LB to take minutes of meeting and, in her absence, the representative for the Area Partnership Team.
  - (iv) The outcome of budget meeting to be discussed at next meeting.

#### 4 Communication

- **Website:** PB explained that the Parish Council website needed updating to include a dedicated page for the Neighbourhood Plan development, and that she had discussed this with Charlie Seward (Director CW&C) who had indicated that CW&C could support the development. In addition, it was considered that it would be useful if CW&C could have a dedicated page on its website, this is to be investigated.
- **Potential groups / events to engage:**
  - Community Annual Show
  - Christmas event;
  - Beer Festival 9<sup>th</sup> and 10<sup>th</sup> September;
  - Grease 12<sup>th</sup> August;
  - Allotment Open Day 14<sup>th</sup> August (AR to organise);
  - Garden day – lead Jen Benfield (CW to discuss with Jen)
  - Cricket / Tennis clubs
- **Actions:**
  - (i) CC to liaise with Charlie Seward regarding what support CW&C can offer in the development of the Parish Council website.
  - (ii) JO/CC/LB to investigate a dedicated page on the CW&C website.
  - (iii) PB, AH and CC to work together to develop the website.
  - (iv) All to establish a list of groups and consider possible duplication of membership.
  - (v) JO to send out an update regarding the corporate approach to the development of Neighbourhood Plans to all Parish Councils in July.
  - (vi) PB to keep the Parish Newsletter up-to-date.

#### 5 Progress so far

- **Neighbourhood profile:** Need to establish a 'picture' of the place for consultation. Suggest using 3 large maps for: business / economy; people / population; and environment / landscape / heritage for consultation. RH has developed protocols for business and socio-economic indicators, RH to circulate. Need to pull the information together in order to consult in September / October and develop a 4 page newsletter with baseline information to be circulated to all households before undertaking wider community consultation. It was agreed that there was a need to be innovative in the approach, using interactive based activities.
- **Actions:**
  - (i) RH to circulate protocols.
  - (ii) RH to draft a skeleton framework for the 'newsletter' and circulate.
  - (iii) The Working Group to develop newsletter.
  - (iv) LB to establish costs for printing newsletters (based on 1,000 households).
  - (v) GS to speak to Jenny regarding updating the built environment.

#### 6 Next steps

- Covered by the action points above.

#### 7 Date of next meeting

- The next meeting of the working group is due to be held on **Thursday 4<sup>th</sup> August 7pm at the Barbour Institute, Tattenhall.**