

**Tattenhall & District Neighbourhood Planning Meeting**  
**7 pm Thursday 4 August 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
Neil Matthews	Tattenhall & District Parish Council
Alex Radley	Community Representative
Andrew Hull	Community Representative
Peter Weston	Community Representative
Jeremy Owens	Cheshire West & Chester Council (CW&C) Spatial Planning
Chris Capes	CW&C Rural Regeneration
Debra Brown	CW&C Rural West APB
Matthew Morris	Bolesworth Estate Co
Vicki Crank	Bolesworth Estate Co
Rob Hindle	Rural Innovations
Clare Jones	Cheshire Community Action
Sarah	Cheshire Community Action

**Apologies:**

Lesley Bassett            CW&C Housing Strategy and Enabling

**1. Welcome**

The Chairman welcomed everyone to the meeting.

**2. Minutes of Last Meeting**

It was agreed that the circulated minutes were a correct record of the last meeting and can now go on the parish website.

**3. Update**

- i) **Website:** PB and AH have discussed the requirements for the Parish website to accommodate a page for the NP. PB has spoken to IT at CW&C about assistance with this.
- ii) **List of Requirements:** AR is still waiting for the items requested. JO reported that CW&C departments have been asked for the information and are in the process of putting it together. AH has a contact at the EA who will supply flood information.
- iii) **Sustainability Assessment:** RH had circulated this document by email. This will inform the early stages of the plan. However it was agreed to defer it to the next meeting
- iv) **Section updates:** Demograph was deferred as LB was absent.
  - Landscape; AH has completed this
  - Built Environment: Rob and Jenny Chambers do wish to be involved but are very busy. If they are unable to complete this AH and AR offered to do it.
  - Business: MM has completed this and circulate by email.

**4. Finance**

PB is talking to IT at CW&C about new software for the website. She currently has an approximate cost of £250 for this.

The spreadsheet developed at the NP finance meeting was circulated. GS asked about the grant moneys. CWW reported that JO had brought the grant letter with him and it required signing and returning. GS to action with the Parish Clerk.

AR circulated a suggested time sheet. With some small alterations it was agreed that this be used. AR will distribute and collate these.

CWW and CJ had discovered that community members may not be covered by insurance when on NP business. GS to check with Parish Clerk.

## **5. Brochure**

The brochure will be A4. It will have headings and a map on the front and sectioned columns inside. The back will be a list of where the meetings will be held. CWW to write accompanying letter

Once all the information is supplied PB will collate and send to CC who will arrange for the printing of about 1100 to be done.

Distribution will be by PC members using the annual report list.

## **6. Focus Groups**

CWW and PB had put together a list of groups with proposed times and venues. It was felt that there were too many meetings. CWW and PB will review

CWW had booked dates: 12th Sept, 19th Sept, 22nd Sept all in the evening and 29th Sept in the afternoon.

Formulation of questions was deferred to the next meeting

Discussion was held as to how the meetings would be run and as to whether digital recording was required. It was felt that external facilitators would be very expensive. CJ offered to help with facilitators where possible therefore training may not be required.

Community events to attend include the Grease evening on 12th Aug; Annual show 4th Sept; Beer Festival 9th/10th Sept. Carol singing 16th Dec.

## **7. Community Survey**

Rob Callow from CW&C APB had circulated a community survey done in 2010. He informed the group that the survey was due to be carried out again in 2011 and offered to do an enhanced survey in Tattenhall to inform the NP. It was agreed to take up this offer.

## **8. Letter from Taylor Wimpy**

The contents of this letter were noted.

CWW requested a copy of the SHLAA so that the NP group was aware of all allocated lands.

## **9. Next Steps**

Information for completion of brochure to PB ASAP  
Brochure to be printed and distributed early September  
Meetings to be reviewed and arranged for September

## **10. Date of Next Meeting**

The next meeting of the working group will be held on **Thursday 1st September 2011 at 7 pm in the Barbour Institute Tattenhall.**

