

CALVELEY PARISH COUNCIL

CALVELEY NEIGHBOURHOOD PLAN

MINUTES OF THE MEETING HELD ON TUESDAY 19 APRIL 2016 **AT MS KENWRIGHT'S HOME STARTING AT 7.30pm**

PRESENT

M Gregory
R Lloyd
P Holding
P Harrison
J Parry
J Kenwright

S Stockton - Clerk

25/16 APOLOGIES FOR ABSENCE

R Chesworth
R Smith

26/16 DECLARATIONS OF INTEREST

Mr Lloyd declared that he has two fields at Barrets Green; Ms Kenwright has land in Calveley. There were no other declarations of interest.

27/16 APPROVAL OF MINUTES OF MEETING HELD ON 5 APRIL 2016

The minutes of the last Neighbourhood Plan Meeting, held on 5 April 2016, were approved.

Proposed: R Lloyd – Seconded: P Harrison

28/16 TERMS OF REFERENCE

Terms of Reference had been drawn up and provisionally approved by the Parish Council. Full approval will be sought at the next Parish Council Meeting on 9 May.

29/16 PROGRAMME

Mr Harrison had obtained some background information on what was acceptable as a programme. The first major activity was to establish a boundary. The Programme would need to contain an appropriate timescale and milestones to aim for throughout the Programme. Mr Harrison and Mr Gregory will devise the Programme for discussion with the rest of the Forum at the next meeting on 10 May.

PH / MG

30/16 NEIGHBOURHOOD BOUNDARIES

The Parish Council had approved the use of the Parish Boundary for the Neighbourhood Plan. The responses to the questions in the formal document for the Designation of a Neighbourhood Area were discussed. The final responses will be sent to Tom Evans at Cheshire East for him to make sure that we have included the necessary and correct information, it will then be sent to the Clerk who will complete the online document and submit.

MG / SS

31/16 FIRST QUESTIONNAIRE

- Mr Lloyd reported that he had looked at some completed Plans on the website and had drafted some questions for the first questionnaire for discussion by the group; the paper identified a number of options that were discussed and agreed by the team. In summary, these were:
- Questionnaires would be issued on paper.
- There would be one questionnaire per household. The recipient would be urged to ensure that everyone in the household inputted to the responses.
- The school should be involved as far as possible in order to get the children's ideas and enthusiasm which it is hoped will further prompt parents' involvement.
- There will be two questionnaires; the first to gauge peoples interest and concerns of broad issues and the second to focus on the most important issues.
- Questions will be presented where possible to give a tick box with a 1-10 range of responses.
- The questionnaires will include a brief introduction explaining the purpose and objectives of the Neighbourhood Plan.

- The questionnaires will be delivered by hand and wherever possible, a brief explanation of the process and objectives given by the deliverer. Completed questionnaires will be collected wherever possible.
- A drop-in session with explanatory leaflets could be held, possibly at the school summer fair or at a church event in order to promote the scheme.
- The questionnaire should be targeted at residents, owners of land within the Parish, residents living on canal boats, businesses based in the Parish, the school and the church.
- The website should be used to let residents know that the process was underway and that questionnaires would be issued.

Mr Lloyd advised that he would re-draft the questionnaire in light of the agreements made by the team for the next meeting.

RL

Discussion took place regarding the best way to publicise and communicate the process to the residents and simplify input. Whilst the website is useful and should be retained, it was thought that a Neighbourhood Plan Facebook page should be created and shared with residents. The necessary skills to do this are available within the team and this can be done quite quickly. Mr Lloyd and Mr Harrison agreed to investigate this and give proposals at the next meeting. It was also agreed that the Facebook page should not go live until the Parish Council have agreed.

PH / RL

32/16 BUDGET

Ms Parry had studied the form that is required to be completed to apply for a Grant. Any Grant monies will require to be spent within a six month period, after which another Grant application will be required, up to a maximum of nine Grants. Members of the group were asked to let Ms Parry know of any expenses that will be required within the next six months and she will put the Budgets together.

JP

33/16 RESIDENTS' ENGAGEMENT

It was decided that some thought should be given on how best to get the children at the School interested, possibly a prize could be offered.

PJH

The option of using some sort of incentive was discussed in order to secure the maximum number of returns of the questionnaire from residents. After discussion it was agreed that this would not be necessary given the small number of households concerned and the face to face involvement intended during delivery and collection.

Notices would be posted on the Parish notice boards and website.

A Facebook page would be built as noted above.

34/16 REPORT TO THE PARISH COUNCIL

Mr Gregory advised that he would produce a report for the next Parish Council meeting which will take place on the 9 May. The report will be sent to the Chairman and presented at the meeting by Mrs. Kenwright.

MG / JK

34/16 DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 10 May at Ms Holding's home at 7.30pm.

Signed:.....
Chair

.....
Clerk

Date:.....