

Minutes of a meeting of the Woore Parish Neighbourhood Planning Team held on the 24th October 2016 in the Victory Hall

Present:

Mr Jon Furber Acting Chair
Cllr Malcolm Blake
Cllr Stephen Clifford
Mr Chris Jeffries
Ms Mandy Jones
Mr Alan Melvin

In attendance - Mrs Karin Billany

1 Welcome and Introduction

The Chair welcomed members to the meeting. Jon Furber (JF) stated that due to work commitments Jeff West was no longer able to Chair these meetings but wished to continue his involvement with the Committee.

It was AGREED that a decision over who, in future, should be Chair would be taken at the next meeting. It was also AGREED that this matter would be taken forward by Malcolm Blake (MB) who would email the Steering Committee to obtain nominations. This email would also include information on Committee agenda items to encourage people's involvement.

Action PointMB

The Chair reported that Mrs Karin Billany had offered to act as Minutes Secretary. This was formally proposed and seconded by team members. It was therefore AGREED that Karin Billany (KB) would undertake this role. KB would email members of the Committee as way of introduction and requesting confirmation that the email had been received. This was to ensure there were no communication problems.

Action PointKB

2 Apologies For Absence

Apologies for absence were received from Cllr.Mike Cowie and Cllr. Mike Moore.

3 Questionnaire

(a) Circulation to Committee members

The draft questionnaire had been circulated by JF to Committee members and Lucy Hughes (LH) (Community Led Planning Officer for Cheshire Community Action) for feedback. This had been received and following further discussion by the Committee the amended draft would be re-circulated to Committee members for final comment.

Action Point JF

It was AGREED that LH would be added to the Committee circulation list.

Action Points

- 1 SC would ask Mike Moore (MM) to update the circulation list to include LH
- 2 All Committee members to reply to JF's email at which time their own emails can be checked for accuracy.

(b) Distribution of questionnaire

The questionnaire is to be printed by the same company responsible for printing the Parish Magazine and would be circulated with the magazine from the 1st December and so needs to be with the Church by the 25th November.

Additional copies of the questionnaire would be delivered to MB's House

It is to be printed on coloured paper and the map of the parish will also be coloured. It will be folded to fit the A5 Parish Magazine and also placed on the appropriate websites for online completion.

It was recognised that not all parts of the parish receive the magazine. Where this is the case the questionnaire will be distributed separately by hand.

It was AGREED that Chris Jeffries (CJ) will take the lead in identifying gaps in magazine distribution.

Action Points

- 1 SC to send Committee members the Parish Magazine coverage list
- 2 CJ to identify gaps and provide this information to the Committee

(c) Completion and collection of questionnaire

It was AGREED that the completion deadline will be Monday, 19th December 2016. It was also AGREED that this initial short questionnaire would not be hand collected but rather returned to the boxes provided in the village shop. It was recognised that this policy might be reviewed if the response rate appeared to be very low.

Reminders of the deadline will be published on the Parish Council Website, NPT website, on Facebook and through the use of banners across the parish.

Action Point Mandy Jones (MJ) and Alan Melvin (AM) to be responsible for collection boxes.

(d) Analysis of questionnaire

Procedures for the analysis of responses was discussed. It was agreed that the numerical responses (1 to 5) would be entered onto a spreadsheet, whilst the additional comments would be recorded in full.

It was AGREED that the latter task would be better undertaken by a group of people and therefore would be a task for the Committee during the first half of January 2017.

School involvement in this project was discussed and it was AGREED that MB would enquire about this possibility with the school.

Action point MB to discuss student involvement with this project.

4 Banners

The use of banners as a reminder for people of the Neighbourhood Plan and questionnaire deadlines was discussed.

It was felt that

- the design should enable the banners to be used more than once
- the wording should be kept simple
- the colour should be black on yellow with any emphasised words in red

Fence banners and one suitable for use opposite the village shop (Country Store) were required. It was AGREED that CJ would 'mock up' the banners and submit these for a quotation from the printers for both three and four banners.

It was noted that the turnaround time to produce banners was approximately three days. The banners need to be in place for the 29th November 2016.

Action Point CJ to 'mock up' the banners emailing them to Committee members for feedback and comment. Once this is received CJ to submit for quotations.

5 Business for the next meeting

- (a) Election of Chair
- (b) Consideration of circulation gaps in Parish Magazine distribution. Finalise and agree hand distribution plans for these areas.
- (c) Consideration of supporting evidence for a Neighbourhood Plan gathered so far e.g from the public meeting and at the Village Fete

Action Point SC to circulate Committee members with data received from Nicola Fisher.

6 Date of the Next Meeting - 7.30 p.m. Monday 21st November 2016.