

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 18<sup>th</sup> September 2019

#### Present:

Alan Glasspool (in the chair / notes)  
Peter Gantlett  
Chris Thompson  
Tony Currivan  
Ed Rudler  
Nick Kirton  
Marian Kent

#### Apologies:

Guy Rickett  
Chris Rickett  
Rosemary Greenway

Meeting Objective: To review progress on the Drop In process and agree remaining steps and responsibilities up to and including the sessions themselves.

#### 1. WCC Liaison

- a. There were no comments on the paper provided by Guy Rickett.

#### 2. Drop In Process

##### a. Communication Updates

##### i. Banner

1. Tony Currivan shared with the meeting a second version of the Banner with less content but with a 'punchier' appearance. The meeting agreed to go with this version
2. It was also agreed to go for two banners as there was minimal extra cost to do so. Tony will talk to Robin Greenway to see if it is possible to remove the Drop In info on the second copy to allow this banner to be used for future communication.

##### **ACTION: TC**

3. Tony will ask Robin to let Alan Glasspool know when the banners are available. **ACTION: TC**
4. Peter Gantlett had previously agreed to erect the banner in front of the trough on the Bushton crossroads. Alan Glasspool will let Peter know when the banner is available and will support Peter in putting it up. **ACTION: AG**

##### ii. Proposal for Leaflet

1. The meeting agreed the content of the Leaflet as previously distributed
2. Alan Glasspool outlined the proposed process, which was as follows;

- a. we will attempt to have a conversation with each household, talking through the Leaflet and then giving it to them to read and for reference.
  - b. we will try and do this up to the weekend of the 28 / 29th September
  - c. we will all make sure that, as a minimum, all addresses get a Leaflet through their door on or around that weekend.
3. The group agreed this approach and at the end of the meeting the group volunteered to 'knock and deliver' to various addresses across the parish.
  4. Alan Glasspool agreed to send out the final Leaflet and the list confirming allocations. **ACTION: AG**
  5. Peter Gantlett agreed to send the Leaflet on an email to the WI and to the Church Warden so that it could be shared and displayed wherever possible. **ACTION: PG**
  6. It was agreed that an amended Leaflet was required which could be used to encourage **employees** in the parish to get involved. Alan Glasspool agreed to produce a separate version and send through to Peter Gantlett: **ACTION: AG**
  7. Peter will liaise with Diane to get these distributed to employers. **ACTION: PG**
- iii. Parish Newsletter – 1<sup>st</sup> October
1. Nick Kirton stated that he will be liaising with Rosemary Greenway so that further information will appear in the next newsletter.
  2. Nick's intention, in addition to repeating key messages from the last update, is for this to include a representation of the Banner and signposting to the Housing Needs Survey and the Drop In process and dates. Nick will also discuss with Rosemary which communication could be included on the front page. **ACTION: Nick**

b. Supporting Material and Running the Sessions

i. Themes and Prompts

1. Tony Currivan walked the group through the 8 themes proposed and the suggested prompts to illicit parish views.
2. Peter Gantlett stated that for the Housing and Development sheet the first sentence was too restrictive as he wanted to give people a relatively free hand in what they wanted in this section. Peter confirmed that the position today is very

restricted but wanted to collect peoples' views without lots of rules such that if in the future the restrictions were lifted in some way the parish would have a wider starter set of views.

3. Nick Kirton and Alan Glasspool both reminded the group of the point raised in previous conversations of the need to manage contributor expectations throughout the process. Some of these aspects will be covered in the Planning Policy paper which is part of the Information Summaries in the next section
4. It was agreed that the sentence referred to above would be changed to include the words 'very difficult' rather than 'not permit'. The reference to barn conversions would also be removed. Nick Kirton agreed to redraft this. **ACTION: NK**
5. None of the other 7 sheets received any feedback
6. Tony Currivan stated that the intention will be to print these around the 30<sup>th</sup> September so there is still time for people to send through any more detailed feedback. **ACTION: All**

ii. Information Summaries

1. Community Plan 2015
  - a. Peter Gantlett made the point, in respect of the suggestion to have hard copies in the drop ins, that where possible we should avoid a lot of printing. Within this group we already have a number of hard copies of this plan and also existing adopted NPs, and it was agreed that we should 'loan' these to the drop ins and bring them along to each session. **ACTION: All**
2. Parish Designated Assets
  - a. The Village Hall needs to be added. **ACTION: AG**
  - b. Peter Gantlett will review further the words in parentheses following the items; Land by Village Hall and Goddard Arms. **ACTION: PG**
3. Planning Policy
  - a. It was agreed that a statement on what constitutes affordable housing should be included. **ACTION: Nick**
4. What is Neighbourhood Planning?
  - a. No comments received.
5. Housing Needs Survey 2018
  - a. No comments received.
6. NP Summary Provisional Timeline

- a. It was agreed to include a reference to the Questionnaire that will follow these Drop Ins. **ACTION: AG**
  - 7. Tony Currivan stated that, as with the Themes and Prompts, the intention will be to print these summaries around the 30<sup>th</sup> September so there is still time for people to send through any more detailed feedback. **ACTION: All**
  - 8. Following a conversation with Chris Rickett and Guy Rickett, Marian Kent agreed to provide some pictures of the parish for display at the sessions. Marian also has some archive film of the parish on DVD and Marian will look into how they can be shown at the sessions for those who are interested. **ACTION: MK**
- iii. Logistics (including material, refreshments)
  - 1. It was agreed the following material will be required. Peter Gantlett will ensure this is available. **ACTION: PG**
    - a. 3 Notice boards and easels
    - b. 2 flip chart stands
    - c. Flip chart paper
    - d. Post its – an estimate of between 1000 – 1300 required
    - e. Pens
    - f. Larger post it notes for longer descriptions
    - g. Sticky tape for use on tables only (not on walls)
  - 2. For the parish pictures, Marian Kent will look at options for their display. **ACTION: MK**
  - 3. Peter Gantlett confirmed there are plenty of mugs, cups, plates and cutlery. There are around a dozen wine glasses. Guy Rickett will source any additional wine glasses required. **ACTION: GR**
  - 4. Alan Glasspool stated that he and his wife will provide some simple food. Marian Kent offered to help in this regard. **ACTION: AG / MK**
- iv. Preparing for the Sessions
  - 1. Tony Currivan stated that he will produce all the necessary printing for the Themes and Prompts and the Information Summaries around Monday 30<sup>th</sup> September. **ACTION: TC**
  - 2. Tony's proposal was to set up the room and materials on the evening of Wednesday 2<sup>nd</sup> October. There is the possibility of a Goddard Arms Steering meeting on that evening. If this were the case it may mean any set up would have to wait until after

9:00pm. Peter Gantlett will come back when more is known on this. **ACTION: PG**

3. Alan Glasspool stated the he will have time during the day Thursday 3<sup>rd</sup> October to complete the set up.
4. Tony will set out the requirements as a map of the room in case he is unable to be there. **ACTION: TC**
5. It was agreed that due to the slightly unsteady nature of the notice boards and easels it will be better to have the Information Summary material on these. The 8 Themes and Prompts sheets will be set up on tables.
6. The final get together before the start of the Thursday session (7:00pm start) will be at 6:00pm. This will be to run through the final set up of the room, reminder of the process, our responsibilities etc.

v. Running the Sessions

1. Attached to these minutes is the updated Drop Ins Availability chart. Rosemary Greenway to provide availability. **ACTION: RG**
2. Marian Kent volunteered to run the drinks area.
3. It was agreed that there should be a person at the door welcoming the visitors; making a note of their names and address and then after a brief intro, hand off to another facilitator. This role will be agreed before each session.
4. We will need to move the materials out of the main hall area after the Thursday session
5. We will need to set up the main hall area from 9:00am to 10:00am for the Saturday session and move the materials out of the hall at the end.

3. Previous Minutes and Actions

- a. No further comments were made on these.

4. Date for the next meeting:

- a. Tuesday 15<sup>th</sup> October 2019, 8:00pm Village Hall

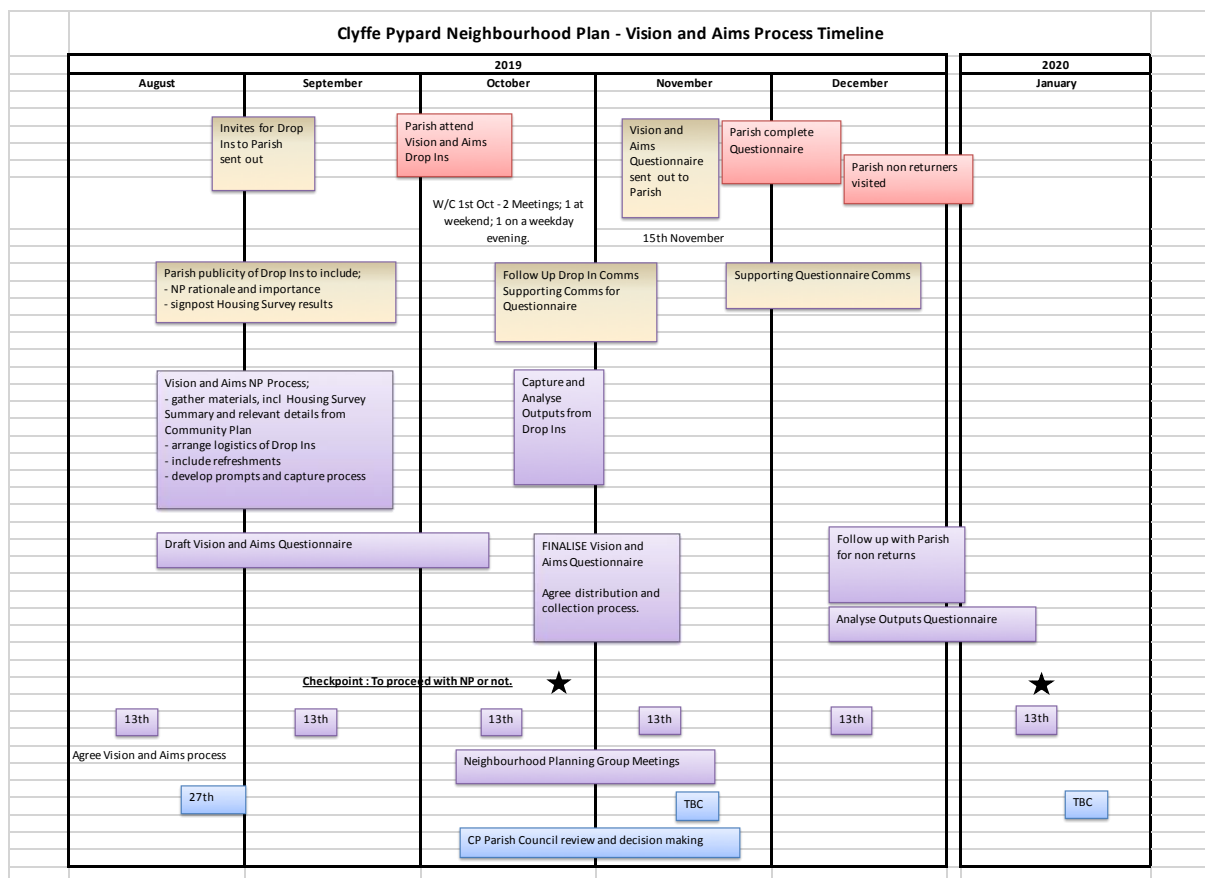
Action List

No.	Action	Resp.	Date Raised	Date Reqd	Status
2	Understand from WCC how to approach identifying housing needs for market housing.	GR	29/01/19	ongoing	
3	Understand process for use of consultant resources from WCC.	GR	29/01/19		Done
7	Community Plan material/ boards etc. to be passed to Tony Currivan.	RG	13/08/19	20/08/19	Done

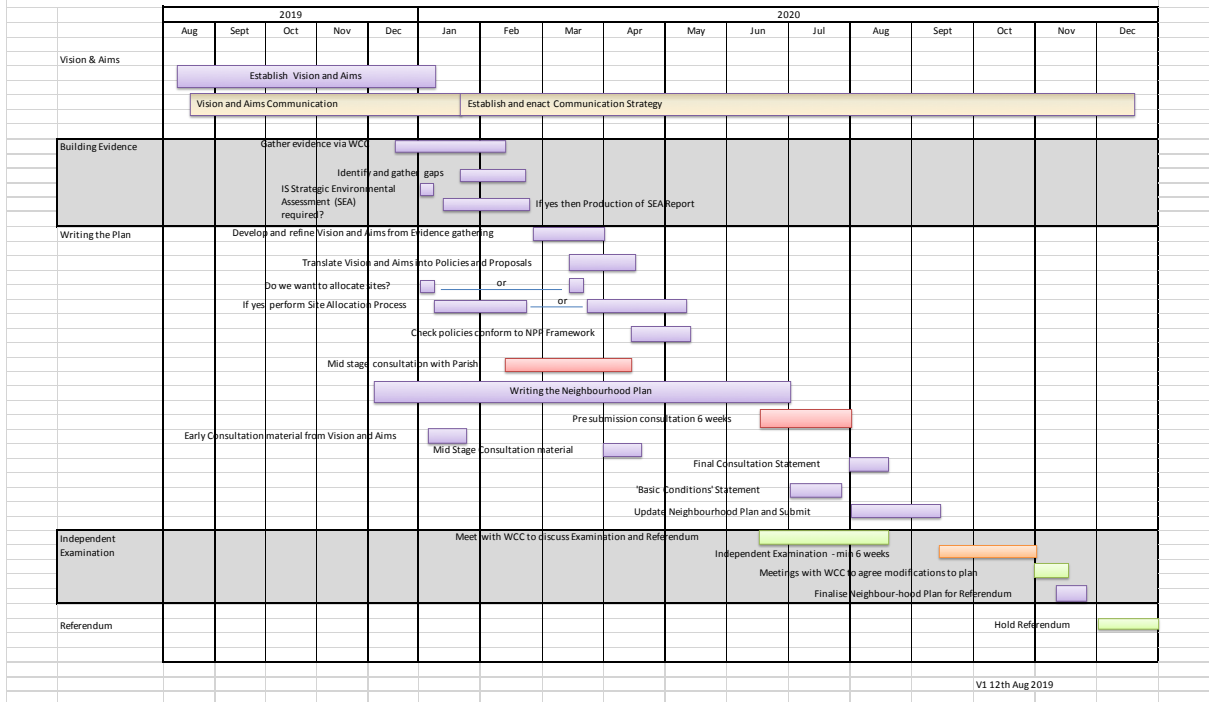
8	Communication of Vision and Aims drop in sessions for Parish Newsletter 1 <sup>st</sup> September.	NK	13/08/19	20/08/19	Done
9	Communication of Vision and Aims drop in sessions for Parish Newsletter 1 <sup>st</sup> October.	NK	13/08/19	26/09/19	
10	Consider possibility of one off event to include publicity for drop in sessions.	NK	13/08/19	20/08/19	Done
11	Request to be made to Robin Greenway for Banner.	TC	13/08/19	27/08/19	Done
12	Identify non parish residents to whom invites for drop ins should be included.	TC	13/08/19	26/09/19	
13	Request for fund for drop ins and questionnaire to be made to parish council.	TC / CR	13/08/19	20/08/19	Done
14	Send out email to confirm NP Group attendees for drop in sessions.	AG	13/08/19	20/08/19	Done
15	Add review Questionnaire with WCC step to the Vision and Aims Timeline Process Timeline.	AG	13/08/19	20/08/19	
16	Agree with WCC timeframe for review of Questionnaire.	GR	13/08/19	27/08/19	
17	Provide feedback to Chris Rickett on draft Questionnaire.	ALL	13/08/19	13/09/19	
18	Provide final banner requirements to Robin Greenway.	TC	18/9/19	19/9/19	19/9/19
19	Request Robin Greenway lets AG know when banner ready.	TC	18/9/19	19/9/19	19/9/19
20	Liaise and support PG To erect banner.	AG	18/9/19	25/9/19	
21	Final Leaflet and distribution allocation sent to group.	AG	18/9/19	19/9/19	19/9/19
22	Send Leaflet to WI and Church Warden for further distribution and display.	PG	18/9/19	23/9/19	
23	Create employee version of Leaflet and send to PG.	AG	18/9/19	19/9/19	19/9/19
24	Send employee Leaflet to Diane for forward distribution via employers.	PG	18/9/19	20/9/19	
25	Draft new words for start of the Housing and Development sheet.	NK	18/9/19	26/9/19	
26	Print all materials for Drop Ins.	TC	18/9/19	30/9/19	
27	Bring 'loan' copies to sessions for Community Plan and adopted NPs.	ALL	18/9/19	3/10/19	
28	Add Village Hall to Parish Designated Assets.	AG	18/9/19	26/9/19	
29	Review words in parentheses after Land by Village Hall and Goddard Arms in the Parish Designated Assets summary.	PG	18/9/19	26/9/19	
30	Add statement on what constitutes affordable housing to Planning Policy summary.	NK	18/9/19	26/9/19	
31	Include reference to Questionnaire on Summary Timeline.	AG	18/9/19	30/9/19	
32	Organise display of parish pictures and DVDs at sessions.	MK	18/9/19	30/9/19	
33	Ensure all materials available for session as per minutes.	PG	18/9/19	30/9/19	
34	Additional wine glasses to be acquired.	GR	18/9/19	30/9/19	
35	Provision of food to be organised.	AG/MK	18/9/19	30/9/19	
36	Availability of village hall for set up on evening of Wednesday 2 <sup>nd</sup> Oct to be confirmed or otherwise.	PG	18/9/19	26/9/19	
37	Requirements for room layout to be documented.	TC	18/9/19	30/9/19	
38	To provide availability to facilitate drop in sessions.	RG	18/9/19	26/9/19	

## Clyffe Pypard Neighbourhood Planning – Project Calendar

Month	Date / Time	Event
September 2019	23 <sup>rd</sup> – 26 <sup>th</sup>	Display NP Banner
	19 <sup>th</sup> – 29 <sup>th</sup>	CP Neighbourhood Planning Group 'knock and drop ' Leaflets
	28 <sup>th</sup> – 30 <sup>th</sup>	CP Neighbourhood Planning Group final Leaflet delivery
October 2019	1st	CP Neighbourhood Planning communication on Parish Newsletter
	2nd	Set Up Village Hall for Drop Ins
	3 <sup>rd</sup> / 7:00pm	Drop Ins – Session 1
	5th / 10:00am and 2:00pm	Drop Ins – Session 2 and 3
	15 <sup>th</sup> / 8:00pm	CP Neighbourhood Planning Group meeting
November 2019	TBC	WCC Neighbourhood Planning Surgery
	19 <sup>th</sup> / 8:00pm	CP Neighbourhood Planning Group meeting



**Clyffe Pypard Neighbourhood Plan - High Level Timeline to Completion V1 (DRAFT)**



V1 12th Aug 2019