

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 15th October 2019

Present:

Guy Rickett (chair)
Chris Rickett
Rosemary Greenway
Alan Glasspool (notes)
Peter Gantlett
Chris Thompson
Tony Currivan
Ed Rudler
Nick Kirton
Marian Kent

Apologies:

Meeting Objective: To agree on the next steps following the Vision and Aims Drop Ins.

1. Minutes from Last Meeting
 - a. There were no comments on the minutes.
2. WCC's plans for social housing on Council Owned Land – how this affects our context
 - a. Guy Rickett stated that the Councils plans could potentially be a major factor on any housing approach that was developed in our NP.
 - b. Guy summarised a phone call that he had with Allison Bucknell.
 - i. Allison Bucknell stated that the Council met last week and approved the use of council land for the development of over a thousand affordable houses.
 - ii. 10 affordable houses have been earmarked for Bushton.
 - iii. Houses will only be built where there is a genuine need.
 - iv. There is currently no timetable but more should be known by our next meeting (Tues 19th November).
 - c. It was agreed to invite Allison to the next meeting so that she could explain to the group the very latest position. **Action: GR**
 - d. Peter Gantlett stated that this reiterates the need to get a NP in place. Ed Rudler also agreed with this.
3. Feedback from the Drop Ins
 - a. Guy Rickett requested feedback from the group on the Drop Ins
 - i. Ed Rudler
 1. Pretty pleased with the process
 2. Not too happy personally with some of the feedback

- ii. Peter Gantlett
 - 1. Thought the event was excellent
 - 2. Brilliant we got a lot of people
 - 3. Need to communicate further, including why things may or may not be able to happen in the future
 - 4. Thought it was a useful exercise
- iii. Alan Glasspool
 - 1. Pleased with the first consultation process
 - 2. Slightly disappointed in the numbers
 - 3. Highlights the need to continuing to work hard on communication and other forms of engagement
- iv. Rosemary Greenway
 - 1. Feels like we have gone back to the start again
 - 2. 75% of comment we will not be able to do much about
 - 3. Communication needs to include explanations of what is already in place
- v. Chris Rickett
 - 1. Went well
 - 2. Was good at warming people up
 - 3. Should encourage use of workshops in the future and use these to also educate people on what has been already set up and why certain things can't be done
- vi. Marian Kent
 - 1. Communication worked well
 - 2. Beat expectations
 - 3. On the whole a good number for the first time
- vii. Nick Kirton
 - 1. Really good start
 - 2. We got to talk to some people for the first time
 - 3. Must keep people engaged
 - 4. Need to balance between the 'art of the possible' and managing expectations
- viii. Chris Thompson
 - 1. Good event/ good start
 - 2. Beat expectations

3. Need to build on it
- ix. Tony Currivan
 1. Echo a lot of the comments above
 2. The personal 'knock and drops' was very useful
 3. Comments pretty much as expected
 4. Managing expectations will be key
- x. Guy Rickett
 1. Most thought a good start
 2. Explained what we are doing
 3. Surprised at how much people do not know. Have an internal parish communication challenge.
 4. In typing up the comments they do overlap considerably with what came from the last exercises.
4. Agree process for developing the questionnaire
 - a. It was agreed that following the Drop Ins we needed to determine what additional pieces of information were required to help finalise the questions in the questionnaire. There may also be information required that can best be acquired in other ways; such as workshops.
 - b. Guy Rickett proposed that we tackle each of the themes separately. With a small number of the steering group being involved in each.
 - c. The group agreed that due to the WCC potential plans for affordable housing in the parish we should not include the Housing and Development theme at this time.
 - d. For each of the remaining themes we need to identify;
 - what specific additional information are we looking for from the parish to help develop ways forward
 - what existing information or solutions are available and what more is required to meet what the parish wants.
 - e. Each group will send through the above to Alan Glasspool by the 12th November. This will then be collated for discussion at the next steering group meeting on the 19th November.
 - f. The allocation was agreed as follows;
 - i. Community Well Being & Leisure - **Peter, Guy, Rosemary**
 - ii. Local Landscape and Wildlife - **Peter, Ed, Tony**
 - iii. Economy and Jobs - **Nick, Chris R.**
 - iv. Management of Water Courses and Flood Mitigation - **Chris T., Nick**
 - v. Parish Assets and Facilities - **Alan, Nick**

- vi. Traffic Management, Transport and Accessibility - **Ed, Chris T., Marian**
 - vii. Sustainability and Climate Change - **Tony, Alan, Guy**
- g. It was agreed that Chris Rickett would send through, where available, copies of the questionnaires used by neighbouring parishes. **Action: CR**
 - h. Guy Rickett will contact WCC to agree how to book in advance a review of our questionnaire to ensure that it does not hold up the process. **Action: GR**
5. Agree process for working through the WCC's sustainability work sheets
- a. It was agreed that this will be included in the Sustainability and Climate Change work above. **Action: Tony, Alan, Guy**
6. Agree communication approach
- a. Peter Gantlett stated that any communication we wish to send through to those who gave us their emails at the Drop Ins should be sent out by Diane. Guy Rickett will send through the email addresses to Diane. **Action: GR**
 - b. Guy Rickett will draft a thank you email to all those who provided their email at the Drop ins. This will include a request for any feedback on the Drop Ins and also include a prompt for them to sign up to the Next Door application if they wished to do so. **Action: GR**
 - c. The next update for the parish newsletter (1st November) is due on the 28th October. Nick Kirton will send through a draft beforehand for any comments. **Action: NK**
 - d. The newsletter as a medium to communicate the Neighbourhood Plan was discussed ; Rosemary Greenaway (co editor) agreed to consider the design and layout to emphasise NHP issues . **Action: RG**
 - e. Alan Glasspool reminded the group that we do have a second banner for use as and when required.
7. Date for the next meeting and timeline:
- a. The timeline for the delivery of the questionnaire will now be later than the original timeline. We need to firm up on the new timeline following the next meeting.
 - b. Next meeting is on Tuesday 19th November 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	

9	Communication of Vision and Aims drop in sessions for Parish Newsletter 1 st October	NK	13/08/19	26/09/19	Done
12	Identify non parish residents to whom invites for drop ins should be included	TC	13/08/19	26/09/19	Done
15	Add review Questionnaire with WCC step to the Vision and Aims Timeline Process Timeline.	AG	13/08/19	20/08/19	Done
16	Agree with WCC timeframe for review of Questionnaire	GR	13/08/19	19/11/19	
17	Provide feedback to Chris Rickett on draft Questionnaire	ALL	13/08/19	13/09/19	
20	Liaise and support PG To erect banner	AG	18/9/19	25/9/19	Done
22	Send Leaflet to WI and church warden for further distribution and display.	PG	18/9/19	23/9/19	Done
24	Send employee Leaflet to Diane for forward distribution via employers	PG	18/9/19	20/9/19	Done
25	Draft new words for start of Housing and Development sheets.	NK	18/9/19	26/9/19	Done
26	Print all materials for Drop Ins	TC	18/9/19	30/9/19	Done
27	Bring 'loan' copies to sessions for Community Plan and adopted NPs.	ALL	18/9/19	3/10/19	Done
28	Add Village Hall to Parish Designated Assets	AG	18/9/19	26/9/19	Done
29	Review words in parentheses after Land by Village Hall and Goddard Arms	PG	18/9/19	26/9/19	Done
30	Add statement on what is affordable housing to Planning Policy summary	NK	18/9/19	26/9/19	Done
31	Include reference to Questionnaire on Summary Timeline	AG	18/9/19	30/9/19	Done
32	Organise display of parish pictures and DVDs at sessions	MK	18/9/19	30/9/19	Done
33	Ensure all materials available for session as per minutes.	PG	18/9/19	30/9/19	Done
34	Additional wine glasses to be acquired	GR	18/9/19	30/9/19	Done
35	Provision of food to be organised	AG/MK	18/9/19	30/9/19	Done
36	Availability of village hall for set up on evening of Wednesday 2 nd Oct to be confirmed or otherwise.	PG	18/9/19	26/9/19	Done
37	Requirements for room layout to be documented.	TC	18/9/19	30/9/19	Done
38	To provide availability to facilitate drop in sessions.	RG	18/9/19	26/9/19	Done
39	Allison Bucknell to be invited to next meeting on 19 th November	GR	15/10/19	22/10/19	
40	Identify further information required and other actions for theme Community Well Being & Leisure	PR, GR, RG	15/10/19	12/11/19	
41	Identify further information required and other actions for theme Local Landscape and Wildlife	PG, ER, TC	15/10/19	12/11/19	
42	Identify further information required and other actions for theme Economy and Jobs	NK, CR	15/10/19	12/11/19	
43	Identify further information required and other actions for theme Management of Water Courses and Flood Mitigation	CT, NK	15/10/19	12/11/19	
44	Identify further information required and other actions for theme Parish Assets and Facilities	AG, NK	15/10/19	12/11/19	
45	Identify further information required and other actions for theme Traffic Management, Transport and Accessibility	ER, CT, MK	15/10/19	12/11/19	
46	Identify further information required and other actions for theme	TC, AG,	15/10/19	12/11/19	

	Sustainability and Climate Change	GR			
47	Provide copies of questionnaires from other parishes.	CR	15/10/19	22/10/19	
48	Sustainability and Climate Change group (see 46 above) to pick up completing council template	TC, AG, GR	15/10/19	12/11/19	
49	Send through email addresses collected from Drop Ins to Diane	GR	15/10/19	22/10/19	
50	Thank you email for Drop In attendees who provided email addresses to be drafted and sent to Diane for distribution	GR	15/10/19	22/10/19	
51	NP Parish Newsletter update for 1 st November to be drafted and sent to group ahead of 28 th October deadline	NK	15/10/19	26/10/19	
52	Consider how to emphasise NP items better within the Newsletter.	RG	15/10/19	26/10/19	

Clyffe Pypard Neighbourhood Planning – Project Calendar

Month	Date / Time	Event	
November 2019	TBC	WCC Neighbourhood Planning Surgery	
	19 th / 8:00pm	CP Neighbourhood Planning Group meeting	

Timelines to be updated.

