

Witherley Parish Neighbourhood Development Plan Meeting

Monday 11th September 2017, Fenny Drayton Church

Present: Cindy McDonnell (Witherley), Derek Ridgway (Fenny Drayton), Kay Conway (Witherley), Brian Conway (Parish Council), David Wilkins (Ratcliffe Culey), Mark Simpson (Parish Council), Charlotte Ward Lewis (Witherley), John Preston (Rural Community Council)

1. Apologies:

Laura Dyer (Ratcliffe Culey), Helen Bullivant (Ratcliffe Culey)

2. Pecuniary Interests:

This will be useful to do as we will then have a signed record of anyone's interest (business or personal) in any part of the PNDP.

Action: Charlotte to bring example forms to be looked at and if agreed filled in at the next meeting by members of the steering group.

3. Business Interests:

Nobody declared an interest in any of the agenda items.

4. Minutes from the last meeting:

These were declared as a true reflection of the meeting and signed by Kay. Derek requested that Finance should be added as an agenda item at every meeting and this was agreed by all. There was some discussion around Dropbox and that there should be only one or two people who can change or add things in it. It was agreed that anything to be put into, taken out or changed in Dropbox should come through Kay or Brian. Information could also be sent to Charlotte who would forward it. It was recommended by John that everyone takes some time to read the current information in Dropbox as it is all extremely relevant.

5. Aims of the PNPD:

The following aims were discussed and decided to be relevant to our plan...

- The plan will be a collective vision of Witherley Parish (including Atterton, Fenny Drayton and Ratcliffe Culey) so that as stakeholders we are able to have an element of decision and control over any development and use of the land within it in the future. The plan will be evidence based with clear objectives and policies. It will be regularly monitored and evaluated to ensure that it is fit for purpose as it grows.

6. Development of a Project Plan:

We looked at an example of another parish's project plan and we need a step by step plan of our own. Brian gave out a strategic overview that included all the statutory stages as well as the non-statutory stages.

This will need to be 'tweaked' to fit our parish but all the elements seem to be in it. (next meeting?)

Evidence needs to be kept and collated. Brian is happy to begin to build this evidence base.

There was some discussion around what the steering group needed to take to the Parish Council meeting on Thursday 14th September. It was agreed that we would ask for £1000 to get us started and that this would cover the drop-in sessions (see below). They would also look at and agree our terms of reference.

Action: Mark to take request to Parish Council and feedback at the next meeting.

Any expenses occurred need to be claimed for using the Parish Council Claims Form on Dropbox. These will go firstly to Derek to be checked and recorded and then will be forwarded on to Anji Forsyth (Clerk to the Parish Council).

John informed us of a grant that was available from Locality which is government funded. This will need to be applied for before the end of January with definite costings of what the money will be spent on. We will need a firm decision about actions that will cost money up to the end of March to apply for the grant. (next meeting?)

It was decided that we needed to tell people in the Parish that we have established a steering group and who we are. This will be done on the Parish Council website (do we need a page for the plan?) Facebook page (to be set up) and parish, village magazines. Need to check with Anji that she is happy to be the contact name for this.

We also need to notify the public about the dates and times of our meetings, this will be done via the Parish Council website. Regular updates of progress will be needed to keep people interested in the project. Needs to be kept relevant.

Action: Kay to talk to Laura about communications/Facebook etc.

Brian to put a statement together explaining the steering group and who we are – short and simple.

Drop-in Sessions:

It was decided that we should hold three of these on different days in separate locations at various times in order to capture as many people as possible. John can provide boards and materials to inform all about the NDP and what we are trying to achieve.

People will need to be able to comment on any element of the proposed plan through feedback 'post its'.

We will also need to offer refreshments and the steering group members to be present to talk and answer questions.

Advertising the events: Flyers through every household in the Parish, notices up around the Parish, start a Facebook page, Parish magazines, banners at key points in the parish.

Do we need a logo and how can we go about designing one? This will make us easily recognisable on all documentation/notices etc.

Suggested dates for the drop-in sessions:

Friday 17th November – Witherley School, 3pm – 6pm. **Charlotte to ask school if we can use a room, alternative venue would be the Parish Rooms.**

Thursday 23rd November – Ratcliffe Culey Church, 4pm – 7pm. **Dave to check availability.**

Saturday 25th November – Fenny Drayton Church, 10am – 1pm. **Mark to check availability.**

7. Roles and Responsibilities:

It was agreed that these were clear at the present and could be revisited as the plan develops.

The Terms of Reference was looked at and agreed to by all.

8. Next meeting:

Monday 18th September at 7.30pm, 15 Kennel Lane, Witherley.

- Populate our own plan with a step by step approach based on the example that Brian brought to the meeting.
- John to supply some templates for us to amend and adapt.
- Drop in session planning and publicity.

Meeting closed at 9.30pm