



## CHACEWATER LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN (LNDP)

### 5<sup>TH</sup> POLICY STEERING GROUP (SG) MEETING – PARISH ROOMS MON 3 JUL 17

#### RECORD OF DECISIONS (ROD)

<b>List of Attendees</b>	
Angie Beckham Julie Bennett John Carley Shirley Carley Terrie Chesworth Jenny Gale Jill Hocking Jim Holford	Rob Knill ( <i>Notetaker</i> ) Dave Ramsell Kathryn Ramsell Tony Roode John Schofield Paul Shevlin Maureen Stevens Martin Stephens ( <i>Chair for the evening</i> )
<b>Apologies:</b> Brenda Bailey MBE, Paul Bearham, Peter Chesworth.	
<b>For Information:</b> Sian Bennetts, Alan Crocker, Paul Dyer, David Firth, Sam Grady, Bill Green, Maggie Lister, Terry Lister, Louise Moore-Green, Catriona Neil, Richard Simmonds.	

<b>ITEM</b>	<b>ISSUE</b>	<b>ACTION</b>
<b>1</b>	<p><b>Introduction &amp; Aims:</b> The agenda would focus on:</p> <ul style="list-style-type: none"> <li>• Structure/Management of the Chacewater LNDP team.</li> <li>• Refining the words to the Master LNDP Draft.</li> <li>• Preferred lay out of our Autumn Public Consultation Questionnaire.</li> <li>• The sort and style of Question Bank for the above.</li> <li>• Communications across Policy Steering Groups.</li> <li>• Grant Funding needs.</li> <li>• Preparations for meeting CC LNDP Team 11 Jul 17.</li> <li>• Future Meeting Dates.</li> </ul>	<b>All</b>
<b>2</b>	<p><b>Structure/Management of Chacewater LNDP Team.</b> Following short debate, the forum agreed to the following:</p> <ul style="list-style-type: none"> <li>• <b>Chairperson:</b> Rob Knill</li> <li>• <b>Vice Chair:</b> Tony Roode</li> <li>• <b>Overarching Project Director/link with CC:</b> Martin Stephens</li> <li>• <b>Finance:</b> Paul Bearham in the Parish Council RFO role.</li> <li>• <b>Policy Steering Gp Leads:</b> <ul style="list-style-type: none"> <li>○ <b>Steering Gps 1 to 3:</b> Rob Knill &amp; Jenny Gale to share</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Steering Gps 4 &amp; 5:</b> Paul Bearham (assumed by team, given his lead role to date).</li> <li>○ <b>Steering Gps 6 &amp; 7:</b> Julie Bennett:</li> </ul>	<b>All to note</b>
<b>3</b>	<p><b>The Master LNDP Draft.</b> Good work done across all Policy SGs to get where we are, but we now need to:</p> <ul style="list-style-type: none"> <li>• Continue to refine IAW Policy SG1 version template.</li> <li>• Remove references to “future consideration/intent” etc, detail to other Policy SG support documents to use downstream.</li> <li>• Retain references to Carrick District Wide Local Plan 1998 (Saved Policies) for now/until advised otherwise as we are unsure as to their relevance now.</li> <li>• Dig down into other Supplementary Planning Documents (SPDs) for absolute relevance – if not relevant, remove.</li> <li>• Generate glossary of abbreviations that, when introduced in the text of the Master Draft for the first time, should also be detailed in full &amp; then bracketed, i.e. Energy Performance Certificate (EPC).</li> <li>• Policy SGs to work up (<b>as we go!</b>) a potential <b>Projects List</b> for future consideration; seen as a key bi-product to this work.</li> <li>• Work up a Local (Heritage) List.</li> </ul>	<p><b>Master Template Draft rqd for 11 Jul CC mtg</b></p> <p><b>SG Leads</b></p> <p><b>SG Leads</b></p> <p><b>By Policy SG</b></p> <p><b>By Policy SG</b></p> <p><b>By Policy SG</b></p> <p><b>By Policy SG Policy SG 1 to 3</b></p>
<b>4</b>	<p><b>Lay out of next Public Consultation Questionnaire:</b> Julie Bennett/Paul Shevlin had drawn up 2 potential options on the way the next Public Consultation Questionnaire might look. Based on a 1 to 5 ‘Strongly Agree/Strongly Disagree’ criteria, both proposals had merit &amp; so will be adopted for different purposes, as follows:</p> <ul style="list-style-type: none"> <li>• <b>Version One</b> - Main Household/Adult Questionnaire.</li> <li>• <b>Version 2</b> – To be refined with emojis (i.e. smileys!) for distribution to those of school age.</li> </ul>	<p><b>SG Leads:</b> Questionnaire Versions 1 &amp; 2 attached for ref/comment if/as rqd.</p>
<b>5</b>	<p><b>Question Banks – Sort/Style:</b></p> <ul style="list-style-type: none"> <li>• Much work already done here, so respective Policy SGs to provide an initial Draft bank of short/sharp questions ready for CC discussions on 11 Jul.</li> <li>• Aim to get collated version to respective Policy SGs soon afterwards so we can issue final Draft ‘polished’ version of Question bank only by 18 Jul. Anticipate much email comms.</li> <li>• Final version of Questionnaire by</li> </ul>	<p><b>SG Leads: ‘First Cut’ attempts to Rob Knill by 10 Jul.</b></p> <p><b>SG Leads: To Rob Knill by 18 Jul.</b></p>
<b>6</b>	<p><b>Public Consultation:</b></p> <ul style="list-style-type: none"> <li>• Questionnaires worked up &amp; out after next full mtg on Mon 4 Sep 17 – responses in 2-week timeframe, i.e. Mon 18 Sep 17.</li> <li>• Public Consultation Roadshows to commence Fri 22 Sep 17 over 2-week period.</li> <li>• LNDP Teams will be deployed to <b>at least</b> the following key locations where possible: Twelveheads, Chacewater Village</li> </ul>	<p><b>SG Leads</b></p> <p><b>All to note.</b></p> <p><b>All.</b> Provide Rob Knill with list other</p>

	Hall, WI, Bowling Club, School Assembly, Old Market & Kings Head.	suggested venues ASAP.
<b>7</b>	<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>Frequent articles written for WHAT'S ON &amp; Parish Council website utilised to the full &amp; as a lodging point for evidence.</li> <li>Some Policy SG mtgs had been well attended but others had not, so there is a need to improve comms in this area where possible. Julie Bennett explained/proposed the potential benefits of using the computer app named 'Slack' in this regard.</li> <li>Dedicated Notice Boards (NB) in the Car Park &amp; Village Hall had yet to be populated with relevant LNDP info.</li> <li>Rob Knill requested that, rather than be copied in on everything that each Policy SG was addressing, he be provided with end result type info where possible.</li> </ul>	<p><b>All to note</b></p> <p><b>All to note</b> <b>Rob Knill offered to trial as/when time permits</b></p> <p><b>Volunteer (not Policy SG Lead) requested to take on NB updates as an ongoing task please?</b></p> <p><b>Policy SG Leads</b></p>
<b>8</b>	<p><b>Grants Funding Needs.</b> The forum agreed that the most important budgetary grant applications/initiatives remained as follows:</p> <ul style="list-style-type: none"> <li>The Local Landscape Character Assessment (LLCA) – training &amp; delivery in as comprehensive way we can get it.</li> <li>As comprehensive Housing Needs Analysis (HNA) for our area as we can obtain.</li> <li>Support for up to 4 Public Consultation type Roadshows c/w Fliers, Banners &amp; handouts will be reqd ahead of final Draft LNDP production &amp; Referendum.</li> <li>Publishing results of LLCA, HNA, findings, etc.</li> <li>The full panoply of e-formatted maps that we are likely to use as working documents/in our final LNDP pamphlet, which we think will be in A5, i.e. Countryside, Historic, Landscape &amp; outer layers.</li> <li>Printing the various drafts &amp; finalised LNDP pamphlet.</li> </ul>	<p><b>Rob Knill</b> - attempt to draw up definitive list.</p> <p><b>Martin Stephens</b> - to submit to CC LNDP team, the aim being to use as much of the £9K allocated grant (inc VAT) as we can, but no more!</p>
<b>9</b>	<p>Preparations for meeting with Sarah Furley (CC LNDP Team) at <b>1330 on 11 Jul 17 (Pydar House).</b></p> <ul style="list-style-type: none"> <li>Current Master Draft working document. <ul style="list-style-type: none"> <li>Ask about format &amp; references in particular.</li> <li>Ask about Local List &amp; mapping.</li> <li>Historic &amp; Environmental detail, i.e. depth.</li> <li>Glossary of terms &amp; abbreviations.</li> </ul> </li> <li>List of all evidence to date.</li> <li>Identify needs, i.e. LLCA &amp; HNA.</li> <li>Provide rough idea of Grant bid assessment.</li> </ul>	<b>Rob Knill?</b>

	Broadly, this mtg should confirm whether we are following the right pathway to success.	
10	<p><b>Future Meeting Dates:</b> General agreement that we should defer our next full meeting until 7.00pm on Mon 4 Sep 17 due to the Summer holidays. However, respective Policy SGs would meet at infrequent intervals (task dependent) to address various issues as they arise. Further, we will all be involved in the emailed exchange needed to prepare our next Public Consultation Questionnaire &amp; follow on Roadshows. Therefore, the following full meeting schedule for the remainder of 2017 is as follows:</p> <ul style="list-style-type: none"> <li>• Mon 4 Sep 17 (<i>Probably the last in the Parish Rooms</i>)</li> <li>• Mon 2 Oct 17</li> <li>• Mon 6 Nov 17</li> <li>• Mon 4 Dec 17</li> </ul>	<p><b>Rob Knill</b> to advise Stepping Stones wrt 4 Sep 17. <b>Again, we need a mtg booking coord from now, so non-Policy SG Lead volunteer please?</b></p> <p><b>Brenda Bailey</b> requested to advise in first instance whether VH avail Oct- Dec dates please?</p>

**Rob Knill**

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**Distribution.** All Named

**Attachment(s):** Questionnaire Versions 1 & 2.