

## **Frodsham Neighbourhood Plan Steering Group Meeting**

Wednesday 10<sup>th</sup> August 2016 at 5.00pm Castle Park House ( including notes from meeting with website developer on 18<sup>th</sup> August)

Attendees

Mark Warren Interim Chair, Resident

Caroline Ashton, FTC

Liam Jones FTC

Peter Vickery Chair Resident

Gill Hesketh, Support and Admin, Resident

Apologies from: Alex Villiers, Rob Mackenzie, Sara Wakefield

### **Minutes**

The minutes of the last meeting were agreed, and actions from the last minutes discussed.

Draft Grant Application:

GH explained that the grant application was submitted on 9<sup>th</sup> August, had been acknowledged and queries answered. The application will now go to approval panel; they will contact us with the outcome within 10 working days.

Website Proposal:

Jack Watson had sent a request for information to populate the website, a meeting was agreed with Jack for THURSDAY 18<sup>TH</sup> AUGUST, 5pm at Castle Park to identify what information he requires. Discussion took place about how the website could be used to gather responses from the public and how it could link to a Facebook page; and what kind of photographs, children's drawings or examples (e.g. photos of bike storage) should be included. These ideas will be discussed at the meeting with Jack.

Draft policy

MW had provided a suggested template for writing draft policies and explained his thinking. The remainder of the meeting was used to discuss and revise the template, the main points arising were:

- The language used should be positive not negative – i.e. should be about what we want to improve / enhance / implement, not on what Frodsham doesn't have
- An acknowledgement that all the statements about Frodsham's current position need to be supported by evidence (evidence could be from a variety of sources); and there may need to be a glossary or explanation of words and/or terms used in the document (for example "share with care" guidelines, or who are "stakeholders")
- The format in its basic form says what we want (a positive statement of the required outcome), why we want it (the reasons and evidence we want it) and the steps to achieving the outcome (the policies)

The draft format worked well and MW was thanked for his work on it. It was agreed that the draft policy should be sent to Richard Thresh for his comments before the rest of the policies are attempted.

Note re meeting with Jack Watson.

A short meeting was held on 18<sup>th</sup> August with the website developer to ascertain what he needed to start building the website.

PV agreed to draft some content for the website home page covering what a Neighbourhood plan is. Colours, fonts and illustrations were also discussed; Jack will offer us some layouts to choose from in due course.

Action from this meeting:

ACTION	OUTCOME
GH to confirm meeting with Jack	Email sent 11/8
GH to send draft policy to RT for comment	Email sent 11/8 Feedback received
GH to arrange for RT to help draft further policies	Email sent 19/8/16
PV to draft content for website	

The meeting closed at 6.45pm.

Following meeting dates are:

24<sup>th</sup> August 2016

14<sup>th</sup> & 28<sup>th</sup> September 2016

12<sup>th</sup> & 26<sup>th</sup> October 2016

9<sup>th</sup> & 23<sup>rd</sup> November 2016

14<sup>th</sup> December 2016