

Frodsham Neighbourhood Plan Steering Group Meeting

Wednesday 13th July 2016 at 5.00pm Castle Park House

Attendees

Mark Warren Interim Chair, Resident

Caroline Ashton, FTC

Liam Jones FTC

Alex Villiers Resident

Gill Hesketh, Support and Admin, Resident

Apologies from: Peter Vickery

Minutes

The minutes of the last meeting were agreed, and actions from the last minutes discussed. One action was outstanding, namely RT emailing a list of suggested policy headings. (This has since been received and circulated).

Website Proposal:

The website proposal from Jack Watson was discussed and the group agreed that in principle it met the brief for a website that could be used to communicate information and allow public access to documents. Two queries emerged; how long it would take to build the website, and when the monthly maintenance charge would start. GH to email Jack and ask.

Draft Grant Application:

The revised draft grant application to support the Planning process was discussed and final amendments agreed. It is hoped the grant will be available by 1/9/16 and run for 6 months. The application is made on line and needs bank account details to be included; the application for a Co Op bank account has been sent.

GH to finalise grant application and apply on line when all the information is available.

Drafting Policies

MW offered examples of the formats of other NP's – Northwich, Winsford and Helsby, and the group discussed their preferences. Much discussion was had

about whether to use “Topics” or “Themes”; the consensus was that the plan should be as clear and simple as possible. The discussion moved on to how the policies should be evidenced, the Frodsham Ward Snapshot document downloaded from CWaC’s website was circulated, MW suggested all should read this for the next meeting. GH suggested the possibility of engaging volunteers in collecting or reviewing evidence to support policies, for example, collating a map of all green spaces and green belt in Frodsham.

There followed a discussion on how the group starts to write policies, several suggestions were made about how to identify the topics or themes to be included in the Plan; it was agreed that identifying all the issues relating to the aims should be done as a group exercise at the next meeting.

GH identified it would be helpful to think about a timetable of consultation events / public meetings going forward.

Action from this meeting:

ACTION	OUTCOME
GH to contact Jack Watson re queries	Email sent 15/7/16
GH to finalise grant application	
All to read “Frodsham Ward Snapshot”	

The meeting closed at 6.30pm.

Next meeting: 27th July 5.00pm Castle Park House

Following meeting dates are:

10th & 24th August 2016

14th & 28th September 2016

12th & 26th October 2016

9th & 23rd November 2016

14th December 2016