

## WILLASTON NEIGHBOURHOOD PLAN COMMITTEE

### MINUTES OF MEETING HELD ON 8<sup>th</sup> AUGUST 2015

**Present:** Maurice Jones, Craig Bailey, Shirley Brazier, Ann Jones, Colin Todd, Keith Ward, Martin Langhorn, Anna Cutts (Minutes)

**Apologies:** Wayne Lewis.

1. **Minutes of meeting held on 16<sup>th</sup> July** were agreed and actions discussed under items below.

#### 2. Constitution

Amendments to the draft constitution were agreed.

**ACTIONS:** **Ann** to amend and circulate before next meeting  
**ALL** to sign constitution at next meeting

#### 3. Production of Questionnaire

3.1 Possible use of Royal Mail pre-paid envelopes to encourage return was discussed.  
**ACTION:** **Colin** to investigate costs.

3.2 Use of selected Parish Plan questions as a basis was discussed. All result data is available.  
**ACTION:** **Anna** to circulate Parish Plan Questionnaire

3.3 Agreed that the 4 Plan areas agreed last meeting to be covered by Questionnaire:

- Housing requirements
- Infrastructure including traffic issues
- Maintenance of Green Gap
- Environmental issues

3.4 Use of relevant questions from other Plan Questionnaires etc. was discussed to speed up the development of our questionnaire.  
**ACTION:** **Colin** to circulate Weston & Basford Questionnaire example  
**Martin** to circulate Wybunbury Housing Need Survey  
**ALL** to think about questions to cover areas in 4.3 above

3.5 Cheshire Community Action have provided OCS profile for Willaston which is useful for questions and evidence in Plan  
**ACTION:** **ALL** to review and identify areas which may be suitable for questions in questionnaire

3.6 Use of Cheshire East Neighbourhood Plan Service was raised – they can provide production and analysis of questionnaire. Approx cost for 1500 houses based on 40% return is £3700. (Doc scanned and circulated by Ann during meeting)

**ACTION:** **Colin** to find out more about use/costs for Willaston

#### 4. Funding

- Martin & Colin to review grant application process with CE tomorrow (5/8)
- Martin has application for Central Government Locality Grant – requires some assistance from Andrew in its completion
- Parish Council has already precepted funds for Plan which can be used.
- Martin plans to open a separate account for the Neighbourhood Plan

#### 5. Plan Timetable

Draft timetable issued by Maurice reviewed. All agreed end date should not slip although Questionnaire analysis completion will not be completed in August – hopefully September.

#### 6. Neighbourhood Plan Website

- Quote from RJM received for £450 (Rob created Willastonweb.co.uk)
- Agreed to accept quote subject to receiving mock up and examples of other sites  
**ACTION:** **Maurice** to contact Rob to progress
- Agreed Neighbourhood Plan site should have different look / colours from willastonweb.co.uk
- No suitable logo was suggested therefore just use “Willaston Neighbourhood Plan” or “WNP”
- Suggested site domain name: willaston-nantwich-np.co.uk

#### 7. Andrew Thompson fee proposal

- Email received from John Heselwood (CCA) with fee proposal dated 21/7/15 for Andrew Thompson for 20 days @ £350 p.d. + travel = £7092.00
- All agreed that this proposal should be accepted  
**ACTION:** **Maurice** to contact JH and also find out when payments are to be made

#### 8. Miscellaneous

- Impact of HS2 should be considered in the plan.
- Colin has analysed Willaston new housing developments from 1/4/10 to 31/3/15
  - 78 commitments
  - 7 completed
- Central cloud storage area required to store all documents centrally so all can access (free Google drive)  
**ACTION:** **Anna** to set up and circulate details
- Debbie Reyland to be invited to next meeting

9. **Next meeting:** 7.30pm on Tuesday 18<sup>th</sup> August at 32 Hollybush Crescent, Willaston