Neighbourhood Plan Steering Group Meeting

Date of meeting: 5 February 2020

Present: Sarah Greenwood (SLG), Penny Bell (PB), Geoff Hall (GH), Julie Allison (JA), Mark Allison (MA), Rachael Grantham (RG),

Apologies: Myles Garbett (MG), Craig Browne(CB), Louise Kirkup (LK), Louise Booth (LB),

1.0 Minutes of Last Meeting & Matters Arising

Minutes from Steering Group meeting on 8/2/2020 approved.

NB: Working Group Consultation record still required for Access & Infrastructure – **MG to action.**

2.0 Regulation 14 – Public Consultation Update

- Drop-in 8th February 10 – 12:30 SG, PB, GH, MA, JA available – agreed no PowerPoint etc. this time, just chat to people and reference back to the AENDP documents & survey, MA to bring along AECOM documents. GH to provide banner for outside the library.

- Distribution of copies of AENDP document and questionnaire – these have been placed in the Library, Festival Hall, Granthams, PB has distributed to other local businesses.

- Collecting and considering responses – GH to speak to LK regarding this.

- Post consultation PR – will be required once response tables are complete.

- AECOM Site Assessment document – It has been pointed out by one of the developer representatives that this document is not on the website – SG will upload to the website; JA will advise the representative.

- Agreed to split completed hard copy survey forms between Steering Group members for entry onto Survey Monkey.

3.0 Next Steps

The following are comments/requirements for the next steps from Louise KIrkup

"Basic Conditions statement - don't need to do anything other than read it once I have completed it. It is a rather dry technical document!

The Consultation Statement will include a relatively short main section setting out all the different stages of the consultation with some photos etc and then extensive appendices with all publicity information. The full reports should be on the website and we can just include relevant links to them and include summaries in the Consultation Statement. Will do a first draft in the next couple of weeks / once the Dropbox folder has been sorted and will highlight in red where more input is required.

'Consultation documents - please put on Dropbox. Ideally it would be great if you could put everything related to all the various consultations you have done previously into 1 single folder ("Consultation Statement" eg under new folder "Submission") with sub-folders related to the various consultation stages with dates.   By everything I mean, for each consultation stage:

- *Copies of all publicity - posters, flyers, articles in press, local newsletters, direct emails, website notices, photos of the banner etc.*
- *Notes about the process (probably covered/summarised in the NDP but please check nothing is missing)*

- *Copies of reports of responses*
- *The notes each subgroup did I think, summarising all consultation activity in a timeline. (This can be in its own folder as I know it will overlap with items above)*

- *photos of public events / people looking with interest at plans etc!*

Parish Council approval required for the Submission Plan, Basic Conditions Statement and Consultation Statement prior to submission

Once you submit to CEC it's up to them to publish the plan and set the timetable so this is a bit of guesswork. Prior to submission therefore you should probably discuss next steps and timescales with them. Also they will probably want to see a copy of the submission plan before it is formally submitted for checking."

GH/SG to pull together the information on Dropbox for LK – however to be able to achieve this they require everyone to help with ensuring that all relevant documents are uploaded to Dropbox.

To view the updated overall timetable please follow link below:
https://www.dropbox.com/scl/fi/oxarojfruo02uh0nfjhly/Copy-of-Copy-of-Alderley-Edge-Project-Plan-v7-300120.xls?dl=0&web_open_id=web_open_id-bb50fe53740995ed

4.0 AOB

Nothing raised.

Next Meeting date:

18th March @ 7:30