

South Wingfield Neighbourhood Plan

Steering Group Meeting

7.30pm on Tuesday 16 February 2016
Parish Room, South Wingfield

MINUTES

Present: Katherine Furby (Secretary), Joe Dugdale (RAD), Jane Roche (Chair), Philip Griffiths, Craig Walker, Cllr Valerie Thorpe, Cllr David Williams, Yvonne Billetop, Chris Handforth, Cllr Geoff Johnston, Rob Thompson, Geoff Brown, Julian Gawthorpe, Andie Smith and Phillip Smith (Treasurer)

1. Apologies for Absence

Cllr Joy Greenhalgh, John Redhead – **Resolved**

2. Variation on Order of Business

Additional item – Offer from Parish Council for assistance. Attending councillors outlined the discussion at the parish council meeting. Jane Roche suggested any authorisation of financial spends be approved by the parish council prior to the monthly meeting if needed. Jane Roche invited other parish councillors to join working parties if they wished and invited the steering group to think of any other ways the parish council could help.

3. To Receive and Approve the Minutes of the Meeting held on 19th January 2016:

The Minutes were agreed and signed by the Chair as a true record of that meeting following one amendment as Julian Gawthorpe did not attend the meeting as stated – **Resolved**

4. Public Speaking

No members of public present

5. Banking – Update / Grant Application / Budget Planning

- (a) The group have a current balance of £937.39 in the neighbourhood plan account. Jane Roche requested ideas from the group for resources purchases for the neighbourhood plan.
- (b) Grant Application – The next available funding will be available to apply for from March 2016 from Locality

6. Vision Statement

Joe Dugdale to email a vision statement to the group prior to the meeting in March. The statement will be trialled at the Womens Institute meeting and also the Local History Group.

7. Communication Strategy

- (a) SWNP Logo – Philip Smith presented to the group several designs for a logo, it was decided by the group to adapt one of the logos to include a silhouette of Wingfield Manor. Philip to send the chosen logo to Kevin Gardom for adaptations. It was agreed that Philip Smith and a small working party of around three group members would be responsible for making the decisions on the finished logo and present to the group at the next meeting – **Resolved**

- (b) Website Proposal – A copy of the quotation for the website was emailed to the group prior to the meeting. Jane Roche provided an overview of the proposal and it was decided that the group would look at other possible options to try and reduce costs. The group require a basic website with not a lot of functionality, Craig Walker investigate possible options of creating a website and costs involved, Julian Gawthorpe to also provide help on this task and can upload material to the site if needed.
- (c) SWNP Facebook Page – Craig Walker to create a Facebook and Twitter page.
- (d) Advertising – Craig Walker presented the group with a poster that will inform the residents in the parish about the group and request for help with the Neighbourhood Plan project. The poster will be created into different sizes to be displayed on notice boards around the parish, there are four parish council notice boards in the village and a Womens Institute notice board on the Market Place. Posters can also be displayed at Taylors, the doctors surgery and the shop. The poster was agreed by the group. The poster will be made into a leaflet, size A5 with the new logo on the front and more content about the neighbourhood plan inside. Once the leaflet design is finalised and produced requests will be made to group members, parish councillors and residents to distribute. Philip Smith suggested the poster be put on an A1 size vinyl board outside the shop.

8. Project Plan – Jane Roche provided the group with an overview of the meeting with Rachel Coates at Amber Valley Borough Council. A boundary map was produced to the group and a constraints map detailing circumstances such as flood areas that effect properties within the parish. A copy of the local plan and a leaflet detailing the conservation area were shown to the group. Philip Smith will arrange for the production of additional copies of the maps. Amber Valley Borough Council have also been requested to provide maps showing further features.

Jane Roche explained that Rachael Coates suggested that South Wingfield Neighbourhood Plan treat their plan as a mini Local Plan and that if in the future any policies are produced for the plan that these should first be submitted to AVBC to ensure they are suitable.

Joe Dugdale suggested the group create their own report on the Parish to detail local knowledge such as which footpaths are used and any other information that would not be included in the OCSI Report. The report should include any areas of land that are used for things such as holding annual fetes and general information on how people are using the local sites. Joe advised that developers look to build near existing roads and that these are the areas to look closely at.

It was decided by the group that in order to move forward with the plan it would be an idea to delegate certain tasks to small working party groups such as the logo and leaflet as this would cause less confusion and it would be far easier to complete tasks in a reasonable time. This would also mean tasks could be worked on prior to the next months meeting – **Resolved**

Joe informed the group that they need to move to the consultation stage of the process quickly and that evidence gathering needs to be carried out as this is key to the plan. Community engagement is needed and a questionnaire in order to gain the communities ideas. There are three main areas the group should be focussing on,

1. Empty sites within the village and what is known about them
2. Open spaces
3. Footpaths and Byways

Joe Dugdale to send protocol for working party groups including terms of reference by email to the clerk for distribution. Group members to reply with which areas they would like to be involved in. The group will then create their own working parties and choose a chair. Each working party group to report back at the monthly meeting.

Clerk to obtain a map detailing the footpaths within the parish and provide any further information held.

Jane Roche has made enquiries for availability of training, Joe informed the group of a Neighbourhood Plan Roadshow that is taking place in Bakewell on 23rd March 2016. Clerk to email details to group members.

9. AOB

None

10. Next Meeting – Tuesday 15th March 2016

7.30pm, Parish Room.