

**Minutes of a Meeting of Audlem Parish Council
Neighbourhood Planning Sub-Committee
held in Audlem Public Hall on Tuesday 5th August 2014 at 2.30 pm**

Present: Cllr Jones, Cllr G Seddon, Cllr Johnson, Cllr Christie, Cllr P Seddon, Cllr Higham, Cllr Siddorns

10 Apologies for absence: Cllr Down, Cllr Hill

11 Minutes of the Neighbourhood Planning Sub-Committee meeting 29.07.14

Proposed as a true record by Cllr Johnson and seconded by Cllr Siddorns.

12 Matters Arising

12.1 Cllr Siddorns expressed concern that CEC had included erroneous information in the Local Plan submission about Audlem's open spaces. Cllr G Seddon agreed to look into this.

12.2 Cllr Higham reported that Celia Bloor was reluctant to let us borrow the large map of Audlem, as it had been written over. It was suggested that CEC would have a copy of the Definitive Map. Cllr Higham agreed to follow up.

13 Update on Application for Designated Neighbourhood Area (NA)

Cllr Jones confirmed that the application to designate the Parish of Audlem as a NA had been sent to Cheshire East Council (CEC) by the Clerk. Cllr Jones also reported that a letter had been received from the Leader of CEC, Cllr Michael Jones, to confirm that Audlem was one of nine councils that were in the front-runner group of their Residents First NP process and would receive support from CEC in producing our NP. It was agreed that this would be publicised on Audlem Online.

14 Grant Application and Funding Requirements

14.1 Cllr Jones reported that she had registered with Locality. It was agreed that the target completion date would be March 2016. Locality also provides a NP Project Planning Tool.

14.2 Cllr Jones has also written to the Community Projects Group to ascertain what stage the Parish Plan is at. They have already agreed to work with us on capturing information for both the NP and PP together. Cllr Jones will ask them for the cost of the PP questionnaire, their anticipated timing for distribution and for information on how they analysed the data.

14.3 The following items were suggested as being suitable for a grant application:

- Training – £1,000 – depending on Cheshire Community Action's free input;
- Newsletters and distribution – 4 x £178 and 4 x £40;
- Flyers and distribution – £46 x number to be decided;
- Hire of meeting rooms - £40 x number to be decided;
- Banner – £65;
- Copy of Parish Map – cost not yet known;
- CCA's Community-Led Plans Toolkit – may not be necessary;

- Potential printing of questionnaire – £750;
- Printing and stationery costs - to be decided.

14.4 The administration role, which is key to the NP, cannot be funded by the grant. It was agreed to ask the Clerk if she would have time to do it. If not, we would need to consider appointing someone. In either case, if necessary, payment could be paid out of Parish Council funds, subject to approval.

15 Consultation Exercises

15.1 The stall under the Buttermarket to heighten the awareness of the NP process will take place on Saturday 16th August between 10.00 am and noon and again on 30th August subject to the level of interest. Cllrs G Seddon and P Seddon would man the stall on 16 August. Cllrs Johnson, Higham and Siddons would confirm their availability for 16th August. Cllr Jones agreed to invite the Parish Plan group to take part and to order a PVC cloth for the table. Cllr G Seddon will ask CEC and CCA if they have any publicity/information material on NP which could be used on the stall. Display boards will be required.

15.2 Cllr P Seddon showed the draft version of the next NP Newsletter that would be distributed during August. She stated that she had also sourced a distribution company.

15.3 Cllr P Seddon showed the draft version of a flyer for distribution at the Buttermarket stall to be produced by Audlem Printers. The heading agreed was 'Your Audlem – Your Future'. A banner will also be ordered at a cost of £65 (DH)

15.4 Cllr P Seddon showed the draft version of an item for Audlem Online. This included the definitions of Residents First NP and the full NP and would appear the following day. There would also be follow-up stories on a regular basis.

15.5 Cllr Johnson showed a draft of the Summer Competition poster. Cllr P Seddon agreed to liaise with Audlem Printers.

16 Correspondence Received from CEC

Cllr Jones reported that Cllr Michael Jones had requested a meeting tomorrow (6th August), which we could not do. She would advise him that we could meet after 18th August.

17 Date of Next Meeting

Tuesday 19th August 2014, in the Public Hall Committee Room at 7.00 pm.

The meeting closed at 4.05 pm