

**Minutes of a Meeting of Audlem Parish Council
Neighbourhood Planning Sub-committee
Held in Audlem Public Hall on Tuesday 30th September at 7.00pm**

Present: Cllrs. Jones, P Seddon, Christie, Higham, G Seddon

54 **Apologies for Absence:** Cllrs Johnson, Down and Siddorns

55 **Minutes of the Neighbourhood Planning Sub-committee meeting held on Wednesday 24th September 2014**

Proposed as a true record by Cllr P Seddon, seconded by Cllr Jones

56 **Matters arising**

56.1 Cllr Jones reported that there had now been a response as to whether any developments in adjoining parishes affect Audlem's quota of new houses. Tom Evans, CEC's Principal Planner, had stated that technically the spatial area of the LSC is the Audlem Ward. This is called the Lower Super Output Area (LSOA). Therefore any development in the LSOA contributes to the total housing. Therefore, technically, the number of new properties in the Parish of Audlem is not the same as the number required in the LSC. (Min 29.2)

56.2 No other comments had been received about the Audlem Neighbourhood Area other than United Utilities. Cllr Jones agreed to contact Tom Evans at CEC to determine what happens next in the process. (Min 52.2)

56.3 Items to be placed on the Public Information Displays were being identified. (Min 51.2)

57 **Composition of Steering Committee**

57.1 Cllr Jones reported that all the volunteer meetings had been done, but one or two people had sent their apologies as they had been unable to attend

57.2 Following lengthy discussion it was agreed to recommend to the Parish Council that the following people form the Neighbourhood Plan Steering Committee:

- Parish Councillors: Cllrs Higham, Jones and G Seddon
- Parish Plan Committee: Roland Hall and Monique Hollinshead
- Residents: Numbers 1, 5, 13, 17, 18 and 21.

It was agreed that the residents recommended would best meet the skills required on the Steering Committee.

57.3 It was also agreed to ask the Parish Council to give an in-principle decision to employ a dedicated minute-taker to support the administration of the Neighbourhood Plan (NP) if necessary. It was suggested that this could be the equivalent of five hours per week.

57.4 Cllr Jones agreed to write to all those who had volunteered to be on either the Steering Committee or a Working Group to thank them and invite them to the next meeting on Monday 13th October.

58 **Funding requirements and grant application**

58.1 Cllr Jones reported that the online application form had been submitted and the money would be deposited in the Parish Council's account and ring-fenced. 90% of the allocated £3617 would be received within the next five days.

58.2 Cllr P Seddon asked whether more suitable 'post boxes' could be purchased for the questionnaires that would be returned as part of the NP process. This was agreed and Cllr P Seddon was asked to report back with appropriate recommendations.

59 Consultation and communications exercises

59.1 Cllr Jones reported that a large number of entries had already been received. However, she had only just had the chance to meet the Beavers, Cubs and Scouts and it was agreed to extend the closing date to October 14th.

59.2 The following residents had been approached and had agreed to be judges for the Summer Competition:

- Chairman: Jane Marshall
- Prose/Poem: Joan Pierce and Jeff Price
- Art: Annabel Thornton and Sheila Webster

It was agreed that the judging should take place as soon as possible after the closing date and Cllr G Seddon agreed to contact the judges for their availability on 15th October. Cllr P Seddon agreed to write a story to be put on Audlem OnLine.

59.3 Cllr Jones volunteered to discuss the possibility of the prizes for the Summer Competition being presented at the ADAS Annual General Meeting in November.

60 Next Steps

60.1 Cllr Jones stated that the NP Sub Committee had come a long way as a group since 24th July. Public awareness about the NP had been raised, residents of all ages had become involved, funding was in place and we were now ready to set up the Steering Committee.

60.2 The Steering Committee, once it had taken over, would need to hold a public meeting to introduce themselves and take the opportunity to seek further volunteers. They could also send out a newsletter.

61 Date of next meeting

Monday 13th October, in the Methodist Rooms at 7pm.

The meeting closed at 8.25pm