

## **Biddulph Neighbourhood Planning Working Group Meeting Thursday 13 April 2017**

### **1. Attendees**

Councillor Dave Hawley	Biddulph Town Council Chair
Councillor Graeme Court	Biddulph Town Council Vice Chair
Councillor Jim Davies	Biddulph Town Council
Sarah Haydon	Biddulph Town Council
Bob Hart	Biddulph North Community Association
Andrea Millington	Resident
Chris Perkin	Resident
Hal Wilson	Resident

### **2. Apologies**

Councillor Oliver McGuinness	Biddulph Town Council
Councillor Wayne Rogers	Biddulph Town Council
Bill Hockey	Resident
Alistair McLoughlin-Goldstraw	Resident
Sue Fletcher	Poolfold Residents
Angela Turner	Resident
Philippa Walley	Resident

### **3. Declarations of Interest**

None.

### **4. Notes from last meeting (8 March 2017) and Matters Arising**

All agreed that the notes were an accurate record of the meeting and they were signed.

Councillor Hawley read through the actions from the previous meeting.

Councillor Hawley will send out the format for questions for each group that will be asked at the consultation event. Councillor Court confirmed that the Economy Group has changed their view on the questions that will be asked; they will not ask 'yes'/'no' questions.

Sarah Haydon will get seven A1 maps of Biddulph printed.

Councillor Hawley will write an introduction.

There was a discussion about the 'Placecheck' document that Sue Fletcher had developed; this was felt to be a really good document.

Sarah Haydon will print photographs for the walls.

Andrea Millington updated the Group about the outcomes that the Community Group needed; they wanted to know the services that people engage with and their venues.

'Biddulph and Proud' had offered to provide some social media publicity.

There was a discussion about how the outcomes from the day would be collated; each group would need to analyse their own information, but the Town Council team could provide some support.

## **5. Group Leaders Meeting Update**

The majority of discussions at Group meetings were in relation to the imminent consultation event.

## **6. Planning Meeting Update**

Councillor Hawley read the resolutions that had been agreed by the Planning Committee, which were:

- a) To **resolve** that the Neighbourhood Plan Working Group should apply for the maximum grant from the Locality Fund to contribute to the cost of consultancy support:
  - Consideration of a questionnaire, before distribution
  - Analysis of returned questionnaires to identify key themes
  - Support to develop policies that reflect the findings from the consultation and emerging evidence base
  - Support with the process of consulting on and adopting a Neighbourhood Plan.
- b) To **resolve** that the Neighbourhood Plan Working Group begins the process of seeking a suitably qualified and experienced consultant. The Chief Officer will oversee a competitive tender process in line with the Procurement Policy, seeking a minimum of three quotations.

These were approved.

## **7. Consultant Terms of Reference**

The Chief Officer confirmed that it would be necessary to seek three quotations from the consultants that will offer support with the specification.

The Chief Officer read through the draft brief.

It was agreed that the group did not just want support with the development of the plan itself, but the consultant should write the actual report.

Hal Wilson queried who would make the decisions about the consultants; Councillor Hawley confirmed that this would be the group leaders and the Chief Officer.

The Chief Officer estimated that this project would cost approximately £15,000.

There was a discussion about the grant that is available from Locality; we could apply for £9,000, which would contribute to the consultancy costs.

Councillor Hawley felt it was the correct approach to ask for costs for each aspect of

the work; we could then omit some elements if it was too costly.

This document should be sent out to three consultants that had been sent by Jo Bagnall. This would also be advertised via SMDC, if possible.

## **8. Consultation Event**

There was further discussion about the consultation event. Stationery requirements would be sent to the Chief Officer.

Advertising should be in the Chronicle and on the Town Council website.

Posters would be displayed widely. Posters would also be displayed at polling stations, if appropriate. Sarah Haydon would ask Sue Fletcher whether she could put together a poster.

There was discussion that this should not be called a consultation, but an 'Open Day'.

Sarah Haydon would ask the Green Tree House for support with a craft table.

Andrea Millington suggested that information should be sent to schools for their newsletters, and also to the doctor's surgeries.

Members should also circulate to churches, sports clubs and Neighbourhood Watch.

The boards could be put together on Thursday afternoon.

Sarah Haydon would send information to local radio stations.

## **9. General Update Dave and Sarah**

Sarah Haydon discussed an offer from Chris Lunt to develop a website for the Neighbourhood Plan Working Group.

It was agreed that we would ask Chris to meet with Sarah Haydon to discuss the requirements.

## **10. Date of next meeting**

The next meeting dates are Wednesday 10 May 6.30pm and Thursday 15 June 6.30pm

The meeting closed at 7.51pm.

Signed ..... Date .....