**Cawthorne Neighbourhood Plan**

**Steering Group Meeting**

**Tuesday, 4 April 2017**

**7.30pm**

**Attendees: Mike Rimmer – Infrastructure Lead**

**Jack Danaher – Housing Lead**

**Lesley Cassells – Landscape & Sport Lead**

**Chris Scorah – Communication**

**Tony Butterworth - Chair**

**Sharon Pitt - Secretary**

**Ken Arundel - Treasurer**

**Apologies: Richard Nicholson – Tourism Lead**

1. **Introduction/Update – Tony Butterworth**

Tony confirmed he had formally lodged a grant application for £4,500 in respect of fees and costs up to the end of 2017. A further £5,000 can be applied for if needed. He also pointed out that receipts will be required for any monies spent and advised delaying any spending until formal approval has been received which should take about a month. Louise Kirkup (Kirkwells) cannot foresee any problems with the application and will be available to offer advice, ideas etc. as we go forward.

Tony will do a note for Facebook explaining what the Plan is about and who is involved. It will be pointed out that the Parish Council is facilitating, not BMBC. The Plan has statutory backing and is a village plan involving the residents of Cawthorne. Need to emphasise that the only reason PC are involved is to facilitate the plan.

* **Action: A copy of the application will be put on the website and Facebook – Sharon/Chris**
* **Action: Explanatory note for Facebook – Tony/Chris**

1. **Infrastructure update – Mike Rimmer**

Mike confirmed the group was up to 6 members including Sue & Derek Housley, Roy Wicks, Chris Newton and Bob Shaw. They had not had a full meeting but a draft document has been drawn up setting out the group’s objectives which will be agreed at the next meeting. A survey plan has been generated listing all key people and organisations to contact. It is proposed that this survey will go to the whole village. Mike to email Sharon a copy of the draft document for uploading onto the website.

* **Action: Draft document to be uploaded onto the website - Sharon**

Following discussion it was decided that one overall questionnaire will be devised to take account of items from all the sub groups as it was felt if each group sent out one out there would be too much data analysis plus the danger that people would probably complete the first one but then ignore any subsequent ones. Use of survey monkey recommended – deposit in shops, on website and facebook, shop, pub, club etc.

* **Action: Chris to speak to Ray Andrews about pulling together bullet points from each group for an overall survey.**

Suggestions have been made re proposals for parking plus additional items including residents’ parking, one way system, double yellow lines, speed bumps, car parking in people’s driveways and Cannon Hall dropping parking prices (purchase something and have parking refunded)**.**

Tony passed a copy of the traffic survey carried out in Nov 2012 to Mike Rimmer. He suggested that Mike should contact Sarah Ford (Footpaths contact) at BMBC.

* **Action: John Walker to give email address to Sharon to pass on to Mike – John W/Sharon**
* **Action: Mike to contact Sarah Ford**
* **Action: Traffic survey to be uploaded onto website - Sharon**

1. **Housing update – Jack Danaher**

Jack confirmed a general meeting had been held including Cath Wood, Simon Marsh, Andrew Milner, Phil Padgett and Steve Rusby with another meeting being held in a couple of weeks.

Specialisms confirmed :

Cath Wood – affordable housing

Simon – new developments

Andrew - design

Steve - listed buildings and buildings of architectural significance

Phil – conservation area

Jack will look at the BMBC Plan and ask if there are any plans for development. The Darton Road scheme is now protected until 2033. A draft report detailing items to be included such as – restrictions on sizes of replacement houses when original house is demolished, heights, light pollution, new houses must provide parking, size of development allowed - will be drawn up at the next meeting.

* **Action: A draft report detailing bullet points to be drawn up at the next Group meeting and a copy uploaded onto website – Jack to email copy to Sharon**

1. **Landscape & Sport update – Lesley Cassell**

Lesley confirmed that a draft plan had been drawn up which included :

* Issues around possibility of flooding from new houses from behind Hoylandswaine School feeding into the beck down into Cawthorne village – link between infra-structure.
* Noise pollution
* Renewable energy
* Litter in laybys, down lane to cricket club – more litter bins?
* Dog fouling – people using litter bins and not dog bins.
* Open green spaces and play area
* Protection of trees and hedgerows. About preventing destruction of hedgerows and thereby conserving bird populations. Bird nest boxes, roosting for bats. Perhaps involve the school.
* Sport – cricket ground – could nets be raised? Football field has been saved – application has been made to FA. Could football and cricket club join together? Charitable status of cricket club? Land owned by Roland Trust which has charitable status. Trust haven’t met for a number of years. Parish Council are the custodial trustees and may be able to sort this out. Good to get them together and use facilities - Tony confirmed there had been plans a few years ago to surrender lease at present location and move to near the cricket club.
* Allotments x 3 – £16 per year cost. A number are not used. How can allotments be acquired? Use as a community area for school, children.
* **Action : Put info re applying for allotments on Council website – Sharon to ask Maxine (PC Clerk)**

**to look into this**

Lesley confirmed that at the next meeting a draft plan will be drawn up and merged into main bullet points. A copy of this draft document will be uploaded onto the website once available.

* **Action:**  **Lesley to email Sharon a copy of the draft report once available – Lesley**

John Walker confirmed that Lynne Blackburn (Cannon Hall) was keen to get involved due to their development. Pass her email address to Lesley Cassells.

* **Action: Lynne Blackburn’s email address to be passed to Lesley Cassells – John/Sharon**

1. **Tourism & Business update – Richard Nicholson (apologies received)**

Richard confirmed there had been no progress but intended to arrange a meeting in the near future. Concern was expressed at the meeting and Chris Scorah offered to get in touch with Richard and offer his assistance.

* **Action: Chris Scorah to contact Richard Nicholson**

1. **Communication update – Chris Scorah**

Chris confirmed that the Facebook page had 185 members at the moment – engagement 30% - 100%. Each group can keep refreshing their own points to keep things fresh. An advert has been put into the parish mag, admins have been set up and everyone can ok or remove comments. He is now looking at involving other key people. Suggested that Louise Kirkup (Kirkwells), Sarah Ford (BMBC) and Lynne Dunning (Cannon Hall) could be asked to be involved. Posters have been put around the village a flyer will go out shortly. Photos can be added and a link will be put from Council website. The intention is to get as many people to share as possible.

1. **Draft letter re Formal registration – Tony Butterworth**

Tony shared the content of the letter with attendees.

1. **Any Other Business**

* Suggested banner for Neighbourhood Plan – like Penistone

**Action: Chris to get a price**

* Moxon Room can be used for Neighbourhood Plan meetings for free

1. **Date of next meeting : Mid June – date to be confirmed**