**Cawthorne Neighbourhood Plan**

**Steering Group Meeting**

 **Monday, 11 September 2017**

**7.30pm – Moxon Room**

**Cawthorne Village Hall**

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| **Present:**  |  Cllr Cynthia Hindley – Chair, Cawthorne Parish Council (Chair) **(CH)**Cllr Sharon Pitt, Cawthorne Parish Council **(SP)**Louise Kirkup – Kirkwells **(LK)** Richard Nicholson – Tourism & Business Lead **(RN)**Mike Rimmer – Infrastructure Lead **(MR)**Ken Arundel – Finance **(KA)** |
|  |  | **Action** |
| **1.** | **Welcome & Apologies** Cynthia Hindley, Chair of Cawthorne Parish Council welcomed everyone to the meeting and confirmed she would be chairing the meeting for Tony Butterworth who was unable to attend.Apologies : Tony Butterworth **(TB)**Chris Scorah (Publicity/Communication) **(CS)**Lesley Cassell (Wildlife & Landscape Lead) (email picked up following the meeting). **(LC)**It was noted that Jack Danaher (Housing Lead) **(JD)** had not been in touch and Sharon will check with Tony Butterworth whether he has any other contact details for him.  | **SP** |
| **2.** | **Issues & Options Update**Louise Kirkup confirmed the second version of the Plan had been circulated and that a date would be set to finalise the Plan once all outstanding information had been received. Louise also confirmed that she had only received information from the Infrastructure Group but that the Plan was reasonably complete. The Plan was then worked through and all queries discussed.Information re Naylor’s which Mike Rimmer had emailed to Tony Butterworth and Sharon Pitt to be forwarded to Louise.Page 52.2 It was confirmed that Naylor Industries employs around 450 people over 2 sites, confirmation is needed as to the number of employees on the Cawthorne site – Mike will confirm this.Amendment to sentence – “There are also two major tourist attractions in the Parish at Cannon Hall (a country house museum, **historic park and gardens which is owned and run by Barnsley MBC) and Cannon Hall Farm (a family run farm and visitor centre with play facilities, café and farm shop) which has 250 part-time employees, plus Cannon Hall Garden Centre which has a café and shop. The village has a primary school, village hall, church, church hall, Methodist church, post office, village store, antique centre, gift shop, public house and restaurant.”**2.3 Cawthorne Parish Council decided to prepare a NDP for the Parish in **late 2016.**2.4 Amendment to paragraph – **“Local residents were invited to an Open Meeting on 21/01/17 following which a Steering Group was set up consisting of interested local residents and Parish Councillors. Around 130 local people attended the Open Meeting and a number of key planning themes were agreed for further investigation and research. Volunteers were invited to a meeting on 20/02/17 as a series of sub-groups to explore these themes in more detail.”**2.7 Date to be confirmed2.8 Open drop-in event date to be confirmed – either 21 or 28 October, 11am – 4pm.Page 73.2 Mike Rimmer to write a paragraph re Draft Vision for Cawthorne NDP.Draft Objectives Item 1. was agreed Page 9**Landscape, Wildlife & Environment**4.4 Lesley Cassell to address and send any additional information to Sharon Pitt by 18/094.7 Lesley Cassell to confirm any local knowledge re local wildlife to Sharon Pitt by 18/09Page 12**Community and Sports Facilities**5.1 …**there is a Parish Church (CofE) and Methodist Church**5.2 The cricket ground and football field are used by **Cawthorne Cricket Club and Cawthorne Football Club.** 5.3 Louise Kirkup to email map through so that community areas/buildings of interest in the village can be identified and which can then be used during the consultation process. Completed map to be returned to Louise.Page 145.6 The Parish Council has a role in maintaining local routes and encouraging residents and visitors to use local footpaths, cycle paths and bridleways. **Downloadable leaflets are available on Cawthorne Parish Council website in respect of ‘Footpaths & Bridleways in the Parish of Cawthorne’, Boundary Walk and Circular Walk around Cawthorne.**Page 15**Housing and Design**6.3 **It was confirmed that there has not been a recent local housing needs survey**Page 197.1 ….. **such as Alternative Therapies**7.2 ….. and Cawthorne Victoria Jubilee Museum **which is run by volunteers.**7.6 Richard Nicholson to email Key issues identified in the consultation with local businesses to Sharon Pitt by 18/09Page 20**Infrastructure**8.4.1 Traffic Management – map required re additional parking**Traffic Survey undertaken in 2012 is publicly available on Cawthorne Parish Council website under the Neighbourhood Plan reference documents**Page 21**Typo – should be “Cannon Hall”**Clarification sought on which of the 4 plans re Options for traffic calming and parking measures should be included. Following discussion it was decided that the second larger map on P.23 and the first map on P.25 should be included.**Flooding, Water & Sewerage**8.9 Evidence of flooding which last took place in 2008 and affected :* Brooke House owned by Susan Harral – the garden was flooded with sewerage due to bad husbandry of woods and water course.
* House opposite the Village Hall on Tivy Dale when Roger Watkins had to move out for 2 years.

**Housing**It was reported that Lynne Dunning (BMBC) confirmed that the Plan would have to fit in with the Local Plan and suggested BMBC representation on the Steering Group to ensure the Plan would be accepted by the Council. Louise confirmed that as further work may be needed on the Barnsley Local Plan a close eye needs to be kept on any changes.**Tourism & Business**Richard Nicholson confirmed that meetings had been held on 28/06 and 05/09 and that key issues identified would be forwarded to Sharon Pitt by 18/09. It was felt that businesses should have a say in parking as this was very important to them and that BMBC were keen to encourage tourist accommodation in the village.**Wildlife & Landscape**Cynthia Hindley reported that John Lees had produced 2 reports on wildlife in the area which would be available in the near future plus she would obtain a report from Barnsley Bio Diversity Group and forward to lesleycassell@gmail.com  | **SP****MR****LK****LK****LK****MR****LK****LC****LC****LK****LK****All****LK****LK****LK****LK****RN****MR****LK****LK****LK****LK****RN****CH** |
| **3.** | **Photographs**Louise has requested photos relevant to each section of the Plan which can be included to make the document more interesting. Sharon Pitt will email those photos she has which are relevant. If more are needed then Richard Nicholson would be able to take some. It was also suggested that the thorne-bush Parish Council logo should be included.  | **SP****RN** |
| **4.** | **Speeding – discussion around whether a new sub-group is needed to deal with this**Following discussion it was decided that an additional sub-group would not be necessary and speeding issues would continue to be dealt with under the Infrastructure Sub-Group. Sean Bee has shown interest and knowledge on this subject on the Facebook page and would be invited to join the sub-group if he wanted to get involved. Sharon Pitt to let Sean have Mike’s email address to contact him. | **SP** |
| **5.** | **Extension of conservation area – discussion**Two maps had been circulated but attendees were unsure as to what stage had been reached in respect of the proposed extension and who had requested this. Cynthia Hindley to contact Tony Butterworth for clarification. | **CH** |
| **6.** | **Publicity**Chris Scorah was unable to attend the meeting but sent an update as follows :Banners have now been placed at 11 locations in the village but the one next to the commemorative bench at the school entrance had been removed. An invoice for the agreed amount of **£** has been submitted for payment. All customers on paper rounds received a flyer during July.Facebook page now has 211 members with 22 invites awaiting acceptance. There have been some slight off topic debates recently however this has helped to increase the Page reach and activity amongst members.Membership needs to increase so people need to be encouraged to share the page with others in the village in order to reach the original target number for members of circa 500 as this will increase input.It was suggested that something be put in the Parish Magazine to push this and for regular updates to be included, and Notices on notice-boards. Richard confirmed he would put a note on the Cannon Hall Farm website which may reach further village residents. | **All** |
| **7.** | **Finance**Ken Arundel confirmed that £1,500 was left in the budget and that the invoice for the posters would be passed to the Parish Council Clerk for payment. He also confirmed that the deadline for spending the grant was the end of October. | **KA** |
| **8.** | **Next Stage*** Drop-in village consultation – either 21 or 28 Oct 11am – 4pm – Cynthia Hindley to confirm booking of village hall to Sharon ASAP
* All additional information to be emailed to Sharon by 18/09 and Sharon to forward to Louise Kirkup as this is received.
* Sharon to confirm date and details of village consultation with Emma Parenti re advert in Parish Magazine by 20/09. Refreshments suggested.
* Louise Kirkup to finalise Plan by 25/09
* Steering Group Meeting re arrangements for drop-in event – 25/09?
* Plan ready to be emailed out with Parish Council papers on 28/09
* Plan to be Agenda item at Parish Council meeting on 05/10
* Village consultation / drop-in – as many sub-group members as possible to be available at some time during the day.
 | **CH****All****SP****LK****SP****LK** |
| **9.** | **Date of Next Meeting**End of September – TBC – re arrangements for village consultation event in October. |  |