**Cawthorne Neighbourhood Plan**

**Steering Group Meeting held**

**on 02/10/17**

**Cawthorne Village Hall**

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| **Present: Tony Butterworth, Sharon Pitt, Mike Rimmer, Richard Nicholson,** **Lesley Cassell, Jack Danaher, Ken Arundel.****Apologies: Chris Scorah** |
|  |  | **Action** |
| **1.** | **Actions from last minutes** |  |
|  | Should there be a BMBC rep on the Steering Group – Tony updated the meeting re his contact with BMBC and confirmed that they have appointed a co-ordinator for local plans, Helen Willows, who Tony updates on a regular basis and who has requested a copy of the latest version. Following discussion it was not felt appropriate to have rep on the group as villagers may think they have an influence on what is in the plan. Tony will therefore continue to liaise with Helen.Extension of conservation area – Parish Council had discussed the anomalies in the area boundary and felt it needed bringing up to date. PC will promote this with BMBC. Tony had met with the Conservation Officer who is happy with our proposals providing we can justify what we are intending.  |  |
| **2.** | **Draft Neighbourhood Development Plan – Version 4a** |  |
|  | Point 4.13 re flooding behind Hoylandswaine school being a potential area of flood risk to the village. This area is now a housing estate. Lesley to check this.Would the planned works to the lakes at Cannon Hall would affect flooding risk to the village. It was confirmed that the proposed works should improve the conditions in the village. It was noted that the silt cannot be moved offsite due to the presence of American crayfish. They cannot be moved they would then contaminate other areas. It was also noted that there are adders in Deffer Wood and grass snakes have been seen on land at the bottom of Coach Gate Lane on the A635.Point 6.5 The Village Design Statement is an advisory document and people who develop and planners are supposed to take note of this. Need to enforce and integrate the design statement into the Neighbourhood Plan. Suggested amendments :* It was felt there was a lack of consistency re group names
* The title of the Plan needs to be Cawthorne Parish Neighbourhood Development Plan so that residents in outlying areas of the Parish would feel that the Plan was not just focussed on the village
* Whenever Cawthorne was mentioned in the Plan it should be Cawthorne Parish. Sharon to confirm group names and addition of “Parish” to title and content of Plan with Louise.
* Tree logo needs to appear on the footer of each page with title of Plan in small letters.
* Actual date and version number to be noted on document.

Sharon to contact Louise with above amendmentsHad no contact from Cannon Hall Estate – Frazer’s who own a lot of land in the parish. Tony to contact the Managing Agents, Saville’s, and make them aware of the Plan.Hard copies of the finalised Plan to be available for people to access at Spencers, antique centre, post office, village store. | **LC****SP****TB** |
| **3.** | **Consultation Event** |  |
|  | Following discussion it was decided that the proposed date of 14/10 for the consultation event did not give enough time for the Plan to be finalised and preparations to be made. The date has therefore been changed to Sunday, 26 Nov at the Parish Room, 11am – 4pm. Tony to book Parish Room.Louise has produced a questionnaire for use on the consultation date but it was noted that the questions cannot be answered without reference to the Plan. It was suggested that pages of the Plan be displayed on the wall at the consultation event. Suggested A0 size, laminated for maps. Mike Rimmer confirmed that a member of his group (Sarah) would design a Flyer advertising the event which could be delivered to every household with a copy of the NP process flowchart on the reverse. This could also be emailed to people. The flyer to be out by 14/10.Tony to speak to Chris about costings for a leaflet drop, printing of display materials and to put information on the Facebook page Sharon to update info on website Lesley suggested having the NP video on a loop at the event and would bring a laptop. A screen is available at the Parish Room to facilitate this.Sharon to obtain and email latest versions of Plan, Comments form and Briefing document to Steering Group members. | **TB****TB/CS****SP****SP** |
| **4.** | **Finance** |  |
|  | Ken confirmed that the present grant has to be spent by end of October but there is an option to apply for an extension to the end of March. Ken will discuss this with Louise. He confirmed there was £490 left for communication/flyers and £1500 left for Louise’s fees. Tony confirmed she will not invoice us until she has finished the work. Lesley to send Ken a link re further money which may be available.Chris to get quote for distribution, production of flyers and costings to be confirmed with Ken. | **CS** |
| **5.** | **Date of next meeting** |  |
|  | Meeting to discuss the Plan to be held in 4 weeks – date TBCMeeting to finalise display materials to be held week commencing 20/11 – date TBC |  |