**Cawthorne Neighbourhood Plan**

**Initial Volunteer Meeting**

**Monday, 20 February 2017**

**7.30pm – Village Hall**

**Attendees**

Cllr Tony Butterworth Andrew Milner

Cllr Diana Asquith Lesley Cassell

Cllr Sharon Pitt Nicola Woodward

Louise Kirkup – Kirkwells Richard Nicholson

Mike Rimmer Jayne Walker

Phil Padgett Alison Sugarman

Ray Andrews Kath Allass

Chris Cartwright Catherine Wood

Chris Houlton Sally Murphy

Cath Exton Gill Buckingham

Jack Danaher Chris Newton

**Apologies**

Cllr John Walker Tamsin Woodward

Chris Scorah Simon Marsh

Ken Arundel Julie Ellis

Neil Chapman

**Introduction of Kirkwells**

Tony welcomed everyone to the meeting and introduced Louise Kirkup from Consultants Kirkwells who had been employed by the Parish Council to ensure we work to the correct guidelines. He outlined the purpose of the meeting which was to establish a framework for the Neighbourhood Plan.

Louise Kirkup then gave a background on the involvement of Kirkwells in other Neighbourhood Plans. They are a small company based in Lancashire, had supported Oxspring until submission and have worked on more NPs than any other consultancy in the country. They have a lot of experience and have worked on small rural area plans all over the north. They will write sections of the plan with steering group members and will help with community consultation, town planning policy writing and ensure the plan ticks all the boxes to go under examination.

**Progress**

Tony confirmed there has been very little progress yet but has been in touch with BMBC who are receptive to the idea and look forward to the initial submission. He confirmed that a Grant application re fees and expenses for printing, exhibition work etc. will be made next week.

**Items to be included in the plan**

It was confirmed that 5 or 6 items would be decided on and each one would have a sub-group. These sub-committees would then come back together to review at a Steering group.

The Neighbourhood Plan is unlikely to come out before the UDP due to set periods of statutory consultation (2 x 6 weeks) and examination before it can go to a village referendum. It will be approximately 2 years before the NP will sit within the UDP strategy.

**Steering Group and sub-groups**

Following discussion the following Sub-groups were identified for inclusion:

1. Infrastructure (including transport, traffic and car parking) **Mike Rimmer** **mike\_rimmer67@hotmail.com** **to lead** (please note there is an ‘underline’ between christian name and surname of Mike Rimmer) with Chris Newton chris.newton499@btinternet.com
2. Housing (including Development design and Historic buildings) **Jack Danaher** **jack.danaher@howellsllp.com** **to lead** with Andrew Milner andrewmilner@integritam.com , Catherine Wood catherine\_wood@live.co.uk (please note there is an ‘underline’ between christian and surname of Catherine Wood)
3. Tourism (including Business and Employment) **Richard/Roger Nicholson** **robert@cannonhallfarm.co.uk** **to lead** with Simon Marsh simon.marsh@naylor.co.uk , Gill Buckingham gillianbuckingham@mac.com , Chris Cartwright cartwrightchristopher@hotmail.com and Chris Houlten cjhoulton21@googlemail.com
4. Wildlife and landscape (including Community/Sports facilities) **Lesley Cassell** **lesleycassell@gmail.com** **to lead** with Nicola Woodward nicola.woodward@outlook.com , Ken Exton kexton232@btinternet.com and Jayne Walker jayne.walker@finlays.net

In addition it was considered important that a Communication and Social Media Group be set up to maximise dissemination of information. **Chris Scorah to lead** with Ray Andrews.

**The way forward**

In accordance with the legislationan application will be made to BMBC with a plan and simple list of the items to be covered. This will formalise our intent to BMBC, who are aware of it and are supportive. Grant application will be done and Heads of Sub-groups to meet in about 8weeks time to formulate a framework to go ahead.

* Each sub-group to break down the heading into what aspects should be included
* Think about group objectives

Herefordshire Council have a gold standard in respect of neighbourhood plans and there are guides on their website which will help – go to [www.herefordshire.gov.uk/neighbourhood-planning](http://www.herefordshire.gov.uk/neighbourhood-planning) and go to NP guidance.

Kirkwells will draw all the information together into one plan so there is no need to worry about plan wording.

**Sub committees should feel free to involve other villagers who have specific expertise and anyone receiving this email should contact the relevant Lead of the subgroups to get involved.**

**Any problems or requirements please contact Tony (790172) or email abtecgroup@aol.com**