

Minutes of a meeting of the Over Peover Neighbourhood Plan Steering Group held on Thursday January 4th 2018 at the Park Gate Inn Over Peover at 7:30pm

Present: Ian Hayes (Acting Chair)
Becky Marshall
Glynn Heselwood

- 1) Apologies for absence: Phil Welch and John Hehir
- 2) Minutes of the previous meeting held on November 25th 2017.
All actions had been completed and the following was noted.
 - (i) Our funding application has been approved in principle and once we give formal notice of acceptance of the terms and conditions the funding will be available to spend. This is expected w/c January 8th.
 - (ii) The Parish Council minutes of Nov 28th recorded that the Steering Group Constitution should be amended to allow for non residents to serve on the Steering Group subject to Parish Council approval. **Action GH**
- 3) Neighbourhood Plan questionnaire and covering letter.
These documents are now complete and formatted ready for printing. It was decided that in view of the uncertainty over the timing of the funding it would be prudent to extend the deadline for the returned questionnaire by three days to January 31st . The documents will need to be amended to account for this change.
Post Meeting Note: PW made the changes and e-mailed the revised documents to the team and Liz Mc Grath.

It was highlighted that the following dates are critical to allow time for physical distribution of the Questionnaire and allow sufficient time for households to respond.

Monday March 15th for funding approval and instruction for printing to commence.

Friday January 19th Delivery to the Parish Council volunteers responsible for the physical distribution of the Covering Letter and Questionnaire.

Action IH to liaise with JH and Liz McGrath re printing and distribution once funding is confirmed.

Note: If funding is delayed then the deadline for return of the questionnaire will need to be changed again.

PW has confirmed that the landlords of the three village pubs had agreed to host the ballot boxes. **Action IH to deliver the boxes to the pubs unless this is delayed beyond Jan 19th in which case BM will deliver the boxes**

Once funding has been received we need a 'kick off' meeting with Urban Imprint In Macclesfield and w/c Jan 15th has been proposed. It appears a majority of team members are available on the afternoon of Monday January 15th.

Post Meeting Note: GH will look to make a provisional booking for a meeting with Urban Imprint on January 15th (pm) on the assumption that funding will be unconditionally approved w/c 8th January.

4) A.O.B. - None

5) Date and Place of next meeting - To Be Confirmed.

Members of the team are asked to advise PW of their availability for a meeting between January 29th to February 9th. **Action All**