

# MINUTES

## CHORLEYWOOD COMMUNITY PLAN STEERING GROUP

HOLLYBUSH HALL, COMMON ROAD, MONDAY 24 FEBRUARY 2014, 7.30 pm

### **Present :**

JaneWhite (Chair), Steve Watkins, Jackie Worrall (Treasurer), Vivien Lantree – Parish Council  
Owen Edis (Sec.), Debbie Rosario – Residents Association  
Gareth Hunt – Friends of The Common  
Cynthia Lloyd – WRVS  
Dr. Stuart Parish, John Sheldon – Neighbourhood Watch  
Eddie Clarke – Business Association  
Heather Kenison – Loudwater Estate Residents Association

### **1. Apologies for Absence**

Myfanwy Ronchetti – CW Mums  
Dil Parmar (Vice Chair) – Debbie, Chair of CRA substituted

### **2. Approval of the Minutes of the Last Meeting**

Accepted as a faithful record

### **3. Matter Arising from the Minutes of the last meeting and Action Log**

Jackie pointed out that under Item 6 - Friends of the Common there is no reference to Open Spaces and the Environment only Planning for Station Estate and Loudwater. It was agreed that this was an omission that should be taken on board by the FotC.

We reviewed the 20.1.14 Action Log. This was updated and added to from this meeting and is attached to these minutes as Action Log No.2. Note that the Secretary will use this as a working document and completed Actions will be removed at the following meeting. The log will be reviewed in future under Matters Arising.

Under Communication, the Parish Clerk had offered to create a Header for the CWCPSC showing the logos of all the Associations involved. It would be good to also have this on the website.

Representatives please send your Association logos to Yvonne Merritt at [clerk@chorleywood-pc.gov.uk](mailto:clerk@chorleywood-pc.gov.uk)

### **4. Review of Guide to Neighbourhood Plans ([www.locality.org.uk](http://www.locality.org.uk))**

Jackie had distributed this recommending that we use the process described in the document for developing our Community Plan (CP). Neighbourhood Plans stand a level above CPs and have greater statutory significance. In time our CP may evolve to a NP. It was agreed that we follow the guidelines given in this document.

Jane mentioned the Southwold Town Community Plan that is regarded by many as the doyen of CPs - See <http://southwoldtownplan.org.uk/wp-content/uploads/2012/07/Southwold-Town-Plan.pdf>

## 5. Discussion of name/a strap line

It was agreed that the title of our project will be  
Chorleywood Community Plan – Planning our future together.

## 6. Update from each Group.

**Neighbourhood Watch (NW)** – had consulted a number of their members and identified the roads where speeding is a problem. Also identified the concerns of vulnerable people. NW also listed several other items feedback by members

**Friends of The Common (FoTC)** – concerns of members will be aired at the AGM to be held this Friday. There was discussion on how to craft a question related to the proposed Play Area. Agreed the question needs to be formulated in a general way.

Gareth referred to a Directive 4 document on Conservation of CW Common and Local Area. Gareth would send Jane and Owen the link to this. Heather said there are two conservation documents for the Loudwater Estate. Gareth should also take these on board.

**WRVS** – Cynthia said that a number of elderly people they had spoken to were very happy in CW. The main concerns were transport and neighbourliness problems. WRVS are also concerned about the lack of volunteers to support their organisation.

**CW Residents Association** – had split questions into four areas – Open Spaces, Sports & Leisure, Health and Planning. Debbie gave an overview of CRA Committee concerns in each of these areas. Debbie will tidy it up and send it to the Committee.

**CW Parish Council (CWPC)** – Nothing more to add

**Loudwater Estates Residents Association (LERA)** – Nothing more to add

**CW Business Association (CWBA)** – Parking is the major problem. Eddie reported that CWBA are keen to be involved and to help us to develop a Community spirit through our process. Eddie, subject to agreement of Nicky, will be CWBA main representative. One concern is the balance of types of shops serving the community.

## 7. Finance

Jackie said funding applications must be in before December 2014. Maximum is £7000. Application for funds will be through the PC and require full council agreement. We cannot claim retrospectively, so a budget needs to be established. Genuine expenses include start up costs, for example establishing the website. Then printing costs, Consultant costs and provision for any legal advice. Jackie will draw up a budget once we have more information on likely costs. It was felt that a significant one will be use of a consultant. Vivien and Jackie will research the consultant costs to Sarratt for helping to develop the questionnaire and analyse the results.

## **8. Road Map**

The meeting felt it was important to engage the CW populace by having a public meeting to launch the process in the near future. Suggestions were to use the French Market in May and Village Day in July as a forum to raise awareness and get community buy in. Leaflets can be produced to handout on both occasions. These could include a simple questionnaire to write down locals top three concerns/areas for improvement.

A further public meeting will be necessary when the questionnaires are ready to go out later this year.

A next steps timing schedule needs to be developed and agreed.

## **9. Any other business**

Important principle - give anonymity to contributors to our questionnaires .

Data protection considerations need to be looked at – Vivien agreed to review the pros and cons for this.

U3A are a relatively new large body in CW. We need to engage them in the near future.

Chorleywood Care would like to contribute to this Steering Committee. Owen will invite a representative.

## **10. Next meeting**

Agreed it will be **Monday 24<sup>th</sup> March** at 7.30pm in the Hollybush Hall.

Written by:  
Owen Edis

Approved by:  
Jane White