

# MINUTES

## CHORLEYWOOD COMMUNITY PLAN STEERING GROUP

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

**Present :**

Jane White (Chair), Steve Watkins, Vivien Lantree – Parish Council  
Dil Parmar (Vice Chair), Owen Edis (Sec.) - Chorleywood Residents Association  
Bob Sutherland – Friends of the Common  
Barbara Christie – RVS  
Dr. Stuart Parish, John Sheldon – Neighbourhood Watch  
Eddie Clarke – Business Association  
Myfanwy Ronchetti – Chorleywood Mums  
Joyce Manktelow – Chorleywood Care

**1. Apologies for Absence**

Jackie Worrall (Treasurer) - Chorleywood Parish Council  
Heather Kenison – Loudwater Estate Residents Association

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

Accepted as a faithful record and signed off

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

John said he thought the Action Log a useful record. We reviewed the 24.2.14 Action Log 2. This was updated. The Secretary has added a number column for quick reference.

**4. Finance - Budget**

Vivian presented a draft budget and explained the restraints and process imposed by the Government through My Community Rights. The application can be done on-line for a monthly allocation on the basis of first come first served. Vivien & Jackie will firm up the budget and proceed with an application asap.

With the consent of the Committee, the Chair asked that Agenda items 5-7 inclusive be deferred until the next meeting as events had occurred which needed to be discussed at the meeting and impacted on Agenda items 5-7.

The Committee went onto discuss the TRDC leaflet sent out to households, "Application for Designation of a Neighbourhood Area", and Strategic Overview, as additional emergency Agenda items.

**5. TRDC leaflet to households**

An "Application for Designation of a Neighbourhood Area" leaflet has been sent out by TRDC to all parishioners as a consequence of our application to formalise the boundaries for the purposes of a Community Plan. It was widely felt that this leaflet had caused confusion and misunderstanding as some wondered if it related to new Parish boundaries while others queried why a Neighbourhood Plan was being sought when we had agreed on a Community Plan.

The Chair explained that we ARE doing a Community Plan but that we need to agree the boundaries for a notional Neighbourhood Plan now, to allow us to annexe a Neighbourhood Plan

to our Community Plan towards the end of the exercise if we feel it appropriate. It is sensible that both Community Plan and a Neighbourhood Plan are worked from the same agreed boundaries at the outset.

The Committee agreed that some explanation prior to the arrival of this leaflet would have been advisable to put it into context. Reference to this on both the CWPC and CRA website needs to 'beefed up' in explanation. It should also go on Facebook and Twitter.

In terms of the consultation period, TRDC will collate responses & notify the PC who in turn will notify us.

## **6. Strategic Overview**

In light of the confusion over the above item, Dil felt that some additional strategic management was necessary to avoid miscommunications going forward. He proposed that he set up a draft project management plan, with assistance from Myfanwy, for review at the next meeting. Dil proposed we set up a series of Working Parties (2-3 members) to tackle different aspects of the project. CPSC function would be to provide support and guidance in reviewing the key activities from the Working Parties. Dil suggested that the project steps:-

- SC agree CP process to be followed
- Create sub-team working party to create an overall project plan for developing the CP
- Sub-team invite neighbouring parish groups to provide input on lessons learned/best practice
- Sub-team(s) develop questionnaire and process to analyse data captured
- SC review survey output and translate into a formal document.

Dil explained the use of Google Docs for making changes and as a repository for all our key work documents. This can be made visible for all on the SC. Dil will email an instruction on how to use Google Docs to all.

It was agreed that all of our email and phone number contact details will be made available on the CP website.

It was also agreed that the work of the SC will be much improved by use of a laptop projector for showing slides and documents relevant to the meeting.

Shortly before the meeting Jane put a draft TOR into Google Docs for review initially by the Officers.

## **7. Any Other Business**

### **Public Consultation**

The French market run by the Business Association is on Sunday 18<sup>th</sup> May. Morag from Bookshop is the principal contact. Jane will be sending round a rota to Committee Members for volunteers to man our stall. Posters & promotional material will be provided by the Parish Office. The Committee agreed we would have a "post box" inviting visitors to identify their top three concerns/likes about Chorleywood as a "straw poll" into views of the Community, which may help in developing the key areas for the questionnaire.

### **Neighbouring Parishes**

It was agreed that Jane would approach Croxley Green & Sarratt contacts to see if they might be interested in attending one of our meetings to give us the benefit of their experiences.

### **8. Next meetings**

A change of date was agreed to accommodate the Easter break. Our next two meetings will be **Monday 14<sup>th</sup> April followed by 19<sup>th</sup> May** at 7.30pm in the Hollybush Hall.

Written by:  
Owen Edis

Approved by:  
Jane White