

WYBUNBURY COMBINED PARISHES
NEIGHBOURHOOD PLAN STEERING GROUP

Thursday 6th December 2018 (7.30pm)

Plan Submission: Editorial Meeting

The Old Vicarage, Doddington, Nantwich

AGENDA

1. Attendees: JC, PJ, SH, AT, CB
2. Apologies: JD, SB, CK, CP, RM, DH, MP, PT
3. Log of those submitting comments for inclusion in editorial discussion
JD, DH, JC.

NB: As this meeting was not quorate, members agreed to use this as an editorial meeting and planning meeting opportunity. These Action-Minutes will be therefore forwarded to the Chairman and all Steering Group Members for comment & feedback on the actions that had already been approved to date.

4. Review of Draft Plan (Version 8)

AT suggested that as steering group members continue to forward their comments, he will up-date V8 as approved at the November Meeting and forward V9 (completed draft) to all SG members in the next two weeks

ACTION: AT to complete draft V9 by 14/12/18

ACTION: **All SG Members to provide feedback / comments by 4th January 2019**

5. Review of Website (www.wybunburynp.co.uk)

JC and RM have met and up-dated the website with all papers to date (except Nov. Minutes as these will have to be signed off at the next meeting)

ACTION: PT to distribute the Action-Minutes for the November meeting to all SG Members.

ACTION: JC & RM will meet in January (Date TBC) to up-load all materials (including the Draft Plan) in readiness for the Regulation 14 Public Consultation.

6. Review of Evidence Base (up-loaded to website to date)

Members will now be able to find additional documents on the 'Document Library' Page of the website.

ACTION: Steering Group Members to visit website for information and to discuss with Parish Councils at January meetings prior to Submission to Reg 14 Consultation.

Documents up-loaded to date:

- Winter Up-date (News Page)
- A Brief History of the Wybunbury Combined Parishes (The Plan Page)
- Doc Library:
 - Spirit of Place Statement (11.2018)
 - Proposed Green Gap (11.2018)
 - Broadband Connectivity Report (11.2018)
 - Impact of HS2a on PROW & Bridleways Infrastructure (11/2018)

- Wybunbury Fig Pie Wakes: Public Engagement (06.2018)
- HS2 Phase 2a Petition to the Select Committee Report (04.2018)
- CWT Natural Landscape Report (04.2018)
- Autumn Update (11.2017)
- First Consultation Report (06.2017)
- Wybunbury Fig Pie Wakes: Details of Public Engagement (06.2017)
- Spring Up-date (05.2017)
- Five-Year Housing Survey (03.2017)
- Spring Up-date (05.2017)
- Wybunbury Combined Parishes Neighbourhood Plan Introductory Leaflet AND Wybunbury Combined Parishes 5-Year Housing Survey Questionnaire.

7. Review of Evidence Base: near-completion (See feedback from Tom Evans)

i) Character & Design Report: JC thanked those SG members who have fed back on this. Additional feedback has been received from Tom Evans (CEC), AT and Cllr John Cornell (Weston & Basford PC) with regard to the planning policy section.

ACTION: JC will complete and forward the 'final' version shortly.

ii) WCP Housing Needs Advice Report (Dec 2018) Tom Evans is up-dating the earlier version of this document which provides a strategic CEC overview of the WCP NP Area prior to Reg 14 submission. He has forwarded a partially-updated versions showing the most recent house build-out figures for the WCP Area.

ACTION: AT, JC, PT, DH (Editorial Group) will review and forward to SG members for comment / feedback.

iii) Site Allocations and Development Policies Document (Consultation ended Oct.2018) AT advised that although these are emerging policies at this stage for phase 2 of the Local Plan, they do show the Council's direction of travel. As such it is necessary to refer to them as part of our own policy 'justification'. (Eg: Local Green Gaps, Settlement Boundary changes).

ACTION: AT will cross-reference to the SADPD policies where appropriate in the draft NP.

ACTION: AT to draw up a revised settlement boundary policy in the light of CEC Infill Village Boundary policy proposals.

ACTION: AT to cross-reference to Revised NPPF (2018) policy related to Tenure, size and style to 'meet local housing need'.

ACTION: JC will forward responses to the SADPD to WCP NP Steering Group for information.

8. WCP SEA Screening Assessment

An earlier draft of the NP was forwarded to Tom Evans to identify if the NP would require an environmental screening assessment.

An interim SEA Screening Assessment confirms that we do NOT require an SEA.

9. Where next?

i) Process to submit to regulation 14 Consultation

ACTION: AT to complete necessary paperwork. WCP SG Members will contribute to **Action Plan** (to be compiled and distributed)

ACTION: AT to provide examples of other **NP Reg 14 Action Plans** to help us construct our own.

ii) Newsletter to Residents & potential consultees

ACTION: AT to liaise with Tom Evans re List of Statutory Consultees that NP Steering Groups must forward details of the draft NP to.

ACTION: AT will provide examples of letters to residents & consultees to help us construct our own.

iii) Liaison with CEC (Tom Evans)

ACTION: AT, JD and JC will continue to liaise with Tom Evans to ensure compliance with Reg 14 submission process.

iv) Community Events / Advertising the six-week Consultation Period

ACTION: Newsletter: JC & PT to design, print Newsletter for all residents.

ACTION: Newsletter Delivery needs to be organised (to liaise with SG members, PCs and supporters as for previous Newsletters.

ACTION: *ALL Steering Group Members*: Public Events will be organised during the six-week consultation period (as during the First Consultation) for residents and consultees to look at the draft plan and ask questions.

v) Publishing of Hard Copies

ACTION: 20 hard copies will be published (as per Locality Grant conditions). Parish Councils will receive 2 copies, other copies will be 'made available' at locations where residents without access to the internet will be able to access them.

vi) Liaison with Parish Councils

ACTION: JC to email all Parish Councils to request the NP to be an agenda item on January meeting agendas so that PCs have the opportunity to discuss / ask questions BEFORE the Draft Plan is submitted for Reg 14 consultation.

vii) Role of website / FB pages

ACTION: JC to liaise with Cheshire Community Action re support with managing consultation responses (Generic consultation email / survey monkey response pro-forma)

ACTION: RM & JC to ensure all documentation is up-loaded prior to Reg 14 submission.

10. AOB: NONE

11. Date of NEXT Meeting: MONDAY 21ST JANUARY at 7.30pm at The Old Vicarage.

Other dates to note:

a) Hough & Chorlton PC: Monday 7th January 2019

b) Wybunbury PC: Monday 14th January 2019

c) Doddington & District PC: Tuesday 15th January 2019

d) Hatherton & Walgherton PC: Monday 28th January 2019

(Possible joint meeting of Doddington & District and Hatherton & Walgherton on 15th January: TBC)