

Wybunbury Combined Parishes Neighbourhood Plan Steering Group

Meeting: Wednesday 13th September 2017 at 7.30pm

At The Old Vicarage, Doddington.

AGENDA / MINUTES / ACTION POINTS

Attendees: CP / SH / CB / JC

Apologies: JD / DH / MP / CK / PT

Under the Constitution of the NPSG the membership is identified as 8 core members (4.1) A meeting is deemed quorate where 'there is no less than half the group (7.5). Four members were present at this meeting.

1. Feedback on Action Points / progress of Locality Grant Funding Application identified at meeting held August 7th 2017.

CP, JC and JD completed the Grant 'Expression of Interest' form and 'Application form'. (Both are completed on-line). They were submitted on 10th August 2017.

CP has been contacted by Locality who have asked for clarification on monies for Reg 14 draft NP printing. JC has sought advice from TE (CEC) and the group have modified this element of the grant application.

ACTION: *CP will inform Locality this week and ask how this modification should be submitted. Subject to the response, CP and JC will re-submit this asap.*

2. Receive first draft of NP Historical Assets Report: Discussion

Barbara Colbert (BC) (Wybunbury Historical Society & resident) has submitted a first draft of a summative report highlighting principle historic assets across the NP Area. Those present examined the report which was considered to be an excellent 'starting point' for this work. BC has based this report on the book 'Wybunbury' that the Society published a few years ago, and on the Wybunbury Tower leaflet published 2017. BC has also drawn on other reference sources which will be included later.

ACTION: *JC to distribute the Report to all members of the NPSG.*

ACTION: *JC to contact all the Parish Councils to invite them to examine the report and contribute additional material that reflects historic assets across the NP area that may not yet be included in the report.*

ACTION: *SH to advertise via FB/Website for volunteer local photographers to work with the NPSG to capture images of historic assets (and local building and landscaping design features) that we will be able to use in the NP and as part of the Development Design Policy.*

3. Assurance regarding protocols between Hough & Chorlton Parish Council and the NP Steering Group for receipt of Grant Funding from Locality.

JC reported that at the Hough & Chorlton PC meeting (8th September 2017), the Clerk requested that protocols regarding the receipt of future grant monies by the Parish Council on behalf of the NPSG be confirmed (in line with fiscal regulations).

JC and Sue Davies have further discussed this and assurance (that we are doing it correctly) is being sought from CHALC and Locality. In addition JC has discussed this with TE (CEC) and we will contact NALC.

ACTION: *JC to ask PJ (in his role as regional CHALC officer with access to NALC) to confirm that our protocols are robust and compliant.*

ACTION: *CP to ask Locality Grant Manager preferred protocols for transfer and accounting of monies to the accountable Parish Council.*

NB: It may be that despite early advice that the NPSG should have a separate bank account, it may be easier in terms of fiscal accountability for the NPSG to manage grant payments directly through the Parish Council and the Clerk.

Those present did not have a preference as to which system should be adopted provided accountability and accounting processes were clear and compliant with the Grant process AND Parish Council fiscal regulations.

4. Feedback re: meeting with Tom Evans (CEC) and JC (11th September 2017 at Westfields, Sandbach).

(a) Locality Grant Funding Queries: (**ACTIONS:** *See 1 above*)

TE (CEC) suggested that we adopt a style of consultation for regulation 14 similar to that which we used for the 'First Consultation'. (Flier/Up-date to every household advertising public consultation events, links to the websites where the draft NP can be found, email address for sending comments, FB updates, hire of halls for the meetings, posters, maps, exhibition etc). In addition we would provide 'photocopied' hard copies of the NP for Parish Councils to consider and share. CEC would provide lists of statutory consultees. The NPSG would also be required to send electronic copies to other 'interested parties' (landowners / developers).

We might also need to apply for further funding should we need to modify or materially add to the draft NP as a result of feedback from the reg 14 consultation.

Based on previous costings this approach would cost in the region of £800.00 (rather than the £1,700.00 that a formal printing of 200 hard copies would require).

ACTION: *JC, CP and JD to cost a second consultation as outlined above.*

ACTION: *Ask SH and MP if they wish to take on the organisation/implementation of this consultation as they did with the first consultation.*

(b) Site Allocations: TE confirmed that under phase 2 of the Local Plan (Smaller sites & Rural), the WCP NP Area is NOT required to provide any additional housing allocation. HOWEVER following public responses to the 5-Year Housing Survey and the First Consultation, it is clear that many residents would welcome some limited housing development to down-size OR to get onto the housing ladder (brown field sites / in-fill sites / use of existing redundant building sites – small, well designed, no larger than 1 – 6 properties on a single site).

ACTION: *To liaise with Jeremy Owen w/b 18.09.17 when he will be able to release data regarding sites submitted with phase 2 and which may be considered suitable for inclusion in a NP.*

(c) Cheshire East Evidence contributions: TE has confirmed that CEC will be providing the following data for our use:

i) Housing Needs Assessment (Strategic) – w/b 18.09.17

ii) Landscape Character Report: Still to be done (provisional date: Early October 2017)

iii) Public Rights of Way (PROW):

TE will send Maps of the definitive PROW across the NP Area.

TE will also send a 'Model Policy' for PROW that he believes we will find helpful in designing our own.

ACTION: *JC to liaise with TE to ensure receipt of these materials/evidence.*

5. A.O.B.

JC will forward Agendas & Action Minutes to RM to up-load on the NP website.

6. Set date of next meeting

Monday 23rd October / Wednesday 25th October / Monday 30th October / Wednesday 1st November

ACTION: JC to distribute proposed dates above and confirm which dates suits most members of the NPSG.

Meeting closed at 9.35pm