

WYBUNBURY WARD COMBINED PARISH NEIGHBOURHOOD PLAN

STEERING GROUP MEETING

Wednesday 15th March 2017 at 1930 hrs at Hough Hall, Newcastle Road, Hough.

Attendees;

Janet Clowes, Debbie Hewitt, Chris Pywell, Peter Taylor, John Dwyer, John Bache , Philip Jackson , Martin Pike, Simon Chettle.

Apologies: Charmian Brewin, Chris Knibbs, Richard Masser.

MINUTES/ACTION POINTS.

Previous meetings minutes were noted for accuracy by the NPSG and signed by the Chairman.

1. Report on Meeting with Parish Council Chairs:

Sunday 26th February 2017 at 6.00pm at the Old Vicarage, Doddington.

(Those present: Paul Moore, Anne Broome, Trevor Lightfoot, Chris Knibbs (Dep. Chair: H&W), Sue Davies (Clerk: Hough & Chorlton, John Dwyer, Janet Clowes, John Bache)

- JD reported on the recent meeting with the PC Chairs. All PC's confirmed that money was set aside in 2017-18 for the NP project either 'in principle' or as an actual budget item and recorded in Parish Council Meeting Minutes.
- The final costs of the Survey; (Printing, setting up of the on-line survey monkey option, analysis of the data and written report – but NOT the data inputting), were slightly more than anticipated. Initial calculations regarding the number of households had been underestimated but were now up-dated using the latest electoral registration numbers. The Parish Council Chairs agreed in principle to fund the Housing Survey costs as outlined above subject to approval by the Parish Councils at their next meetings.
- Whilst Parish Councils have set aside monies for NP purposes, it is intended that this should be used only if necessary (for example to 'pump-prime' specific projects required in the NP). Each Parish Council will be charged on a proportionate basis based on the number of registered households in each Parished Area (according to the Electoral Register). This was agreed as a fair and equitable use of resources.
- After some discussion, it was confirmed that Hough Chorlton Parish Council will act for the NPSG as the Body that provides the holding account facilities for any future financial donations from Parish Councils or to receive Government Grant monies (both to then be transferred to the NP Bank Account.)
- JD advised that the total costs for the Five-Year Housing Survey currently being implemented had included an additional cost of £2.5k for manual data inputting of the NP Housing Questionnaire. This was deemed too expensive and so this task will now be undertaken by the NPSG as hard copy surveys are returned. JD will liaise with John Hesselwood (Cheshire Community Action) informing him of this decision.

2. Update on Housing Survey Collation and delivery.

- The NPHS documents are already prepared and in some areas have already been delivered. The plan is to have all the Survey and NP Information Packs delivered across the Parishes by Sunday March 19th.
- Hard Copies of the Survey posted to the CCA Offices will be collected for manual data inputting by the NPSG throughout the submission period (as well as when it ends on 2nd April) to expedite the collection of data for analysis.
- DH suggested that the NP project might be advertised on Parish Council Notice Boards. Each Parish Council will be contacted to see if this is acceptable.
- JC asked that all Parish Council Websites should include a 'link' to the NP Website as this is where residents will be able to access updates on the NPSG Meetings, minutes, documents and contact details.

3. Update on Funding

- JD outlined the next stages in the NP Process in terms of funding.
 - The NPSG will produce a forward plan (using templates recommended by CEC and CCA).
 - This will identify the tasks for which funding will be required. The NPSG will then be able to calculate the costs required for each six-month period. This will determine how the NPSG applies for grant funding from the Government (DCLG). Groups must spend all grant money applied for within six months (but they may make multiple bids over the life of the neighbourhood plan).
 - It is hoped that this will minimise the monies that Parish Councils contribute to the NP process but JD recognised that applying for funding is challenging and so we may need to access these funds.
 - JC will investigate if the WCP NP counts as a 'Complex NP' in which case we may be entitled to additional grant funding monies (£15k instead of £9k).
 - However, the first objective was to complete the Housing Survey, which would inform Phase 2: Wider Public Consultation and information-gathering.

4. Formalising the Neighbourhood Steering Group.

Discussion took place on clarifying the legal position of the NPSG with regard to:-

- **Parish Councillors:** Whilst some members of the NPSG are also Parish Councillors (which is very common), the Neighbourhood Plan and its Steering Group is a formally constituted body and recognised as such by the Local Authority Planning Department (as is required by the legislation). It operates INDEPENDENTLY of Parish or Town Councils although strong partnership working is recommended.
- Under the legislation and in order to receive Government Grant monies, a Town or Parish Council must offer to provide **holding account facilities to the NPSG**.
- This enables monies to be deposited in the holding account from whence it is forwarded to the **NPSG's own bank account** which must be set up specifically for NP purposes (and closed when the Neighbourhood Plan is adopted).

- Sue Davies (Clerk of Hough & Chorlton Parish Council) will work with John Bache and Debbie Hewitt (Treasurer & Dep. Treasurer) to establish the appropriate accounts.
- It was agreed that the NPSG would comprise of no less than 8 members.
- JC will format the Activity Report document, where appropriate for our group and prepare a draft Project Plan template with PJ. Once operational it will also be put on the NP website.
- **Setting up required financial arrangements for the NPSG.**
It was agreed by those present that the three signatories for the WCP NP Bank Account would be The Chairman, Treasurer and Secretary.
It was agreed that two of the three must always jointly sign any payments off.
- John Dwyer, John Bache and Peter Taylor in their capacity as the designated officers, will attend at the Nat West Bank on Friday 17th March 2017 to set up the account.

5. The Wyburnury Combined Parishes Neighbourhood Plan Constitution.

- PJ & JC had prepared draft versions of a WCP NP Constitution document. These were discussed at some length (including the issues raised above).
They were based on template versions provided by CEC & CCA but also on detailed consideration of the constitution documents of other NP Areas and the specific needs of the Wyburnury Combined Parishes. It was felt that the potential complexities of a combined parish area required a more robust constitution document.

The final version was agreed and signed by all those NPSG Members present. This will be published on the NP Website.

6. Phase 2: Public Consultation Events

- Once the Housing Survey is complete, an initial questionnaire will be circulated to all residents together with invitations to public consultation events.
- The questionnaire will be adapted from similar templates. The questions are fairly 'broad' and their purpose is to start a 'conversation with the public' about what they want their NP Area to develop / be like over the next 15 years.
- It was agreed that MP and JC will lead a sub-group of the NPSG on the potential cost and format of these events. PT offered to assist if they were short of volunteers in the initial stages but it was agreed that if possible, each PC should have someone (non NPSG) on this Steering Group.
- DH suggested that the Vision Statement and our letter head should be included on all materials sent to residents including invitations to the open meetings.
The Group agreed that a clear vision, consistent themes and NP 'branding' through the style and logos used on our documentation would help residents recognise and better understand the whole NP project.

- It was agreed that MP and JC would try and have the cost implications of the Public Consultation Events available for the next meeting. This information will inform the forward plan and the first Grant Funding application.

7. Neighbourhood Planning Service Level Agreement (NPSLA)

- John Dwyer to arrange to sign the NPSLA with the Cheshire East Council.

Date of next meeting ; Friday 21st April at 7;30 pm

Venue: Hough Hall, Newcastle Road, Hough. (Thanks again Debbie)

Meeting closed at 1015 pm

Approved(Chairman)

..... (Secretary)

..... (Date)