

Neighbourhood Plan Steering Group Meetings 41, 42 and 43

Village Hall, Norley Road, Cuddington

Meeting No 41 Held on Wednesday 10th May 2017 at 7.30pm

Present:

Colin Coles, Mike Jeal, Alan Latham, Hilary Knowles, Tim Vincent, Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, Andy Benson, David Jackson and Val Godfrey

203 Review of Minutes and Actions

The notes from the previous three meetings had been circulated to the team for comment. There were no comments or alterations.

The meeting with the Parish Council, to go through all the draft policies, had been held on **Wednesday 26th April at 7.30pm**.

A meeting to review the Draft policies and the progress towards Regulation 14 Consultation had been arranged with Emma from the CWaC planning team. This will be held on **Wednesday 17th May beginning at 2pm**

204 Progress on Reg14 Documents

The Chairman reported that Hilary and Val had kindly offered to read through all the documents to be produced for the Regulation 14 consultation as they are completed prior to final setting and printing/ loading onto the website.

Element of Draft Neighbourhood Plan	Status	Action	Who
Foreword		To be written for Reg 15	John
Introduction	Draft written by Mike	Being edited	Val/Hilary
Community Profile	Draft taken from The Character Assessment	Being edited	Val/Hilary
Development of the NP	Draft Written by John & Eileen	Being edited	Val/Hilary
Vision & Objectives	Written	See below	
Policies: Environment	Policies & Explanatories Written	Progressing	Alan/Hilary
Policies: Economy	Policies & Explanatories Written	Progressing	Tim/Andy/John
Policies: Housing	Policies, Explanatories and Evidence & Feedback written	Being edited	Val/Hilary
Policies: Traffic & Movement	Policies & Explanatories Written	Evidence and Feedback summary to complete	David
Proposals Map	Draft produced	Final editing	David
Regulation 14 Consultation process Guide	First draft written	To be reviewed and redrafted	Colin/David
Green Space designation	First draft list produced	To be reviewed with CWaC	All
Maps as Appendices	First draft list produced	Definitive list to be produced	All
Character Assessment	Final Draft completed	To be edited for final publication	Val/ Hilary
Housing Needs Report	Final Draft completed	To be edited for final publication	Val/Hilary

A matrix had been produced which will be tested with Emma at the meeting on May 17th.

206 Meeting with the Parish Council

The meeting had taken place on **Wednesday April 26th at 7.30pm.**

Mike had produced notes of the meeting and these had been circulated.

Following discussion it was agreed that John would feedback to the PC the responses to their comments at the next PC meeting. It was noted that the PC had yet to formally adopt the Draft and Tim and Eileen would endeavour to have the draft adopted at their meeting.

207 Other Business

Colin had had discussions with Russell Smith with regard to the use of the village website for the Regulation 14 consultation. He and David would work on the detail with the website team.

We have arranged to have a small pitch at the forthcoming Village Gala to be held on Saturday June 10th. Details will be discussed nearer to the time.

Juliette was still working on the next grant application.

208 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 8.45 pm

Meeting No 42 Held on Monday 22nd May 2017 at 7.30pm

Present:

Colin Coles, Mike Jeal, Alan Latham, Andy Benson, David Jackson, Val Godfrey, Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, Tim Vincent, Hilary Knowles

209 Review of Meeting with Emma Jones -CWaC Planning Officer

A workshop had been held on 17th May. The team had reviewed all the draft policies and other documentation with Emma. She had made very useful comments and these were taken into account in re wording and drafting the policies.

In particular she had been able to direct the team with regard to:

- The use of the phrase "all development"
- The correct approach to the definition of open countryside.
- The review of the Green Spaces to be cited in the Draft NP.
- The clarification of the term "settlement boundary"

In addition she had provided information on the Local Plan and some local planning permissions in relation to the two large developments in the Neighbourhood area..

210 Progressing Reg 14 Documents

The work on the evidence sections of the policy documents and supporting documents was continuing. In addition the latest draft of the Draft NP. The evidence section for the Travel and Movement section of policies was still being prepared.

211 Preparing for Reg 14

A special edition of the RT was being prepared by Eileen. This will be delivered to every home in the parish and will notify them of the Regulation 14 process.

Discussions with the website team had confirmed that an interactive feedback system could be set up for the Reg 14 consultation.

Plans had been made for a presence at the Gala. A piece had been written and published in the Gala brochure.

The meeting closed at 9.30pm

Meeting No 43 Held on Wednesday 31st May 2017 at 3.00pm

Present: Mike Jeal, Hilary Knowles , Andy Benson, David Jackson, , Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, Tim Vincent, , Alan Latham, Val Godfrey, Colin Coles

212 Preparing for Reg 14

Following discussions, the team had been asked to consider our readiness for Reg 14 consultation. It was felt that since the work had been through a number of reviews with eg the Parish Council, with CWaC planning team and with UI, our consultants, that we should now go ahead with the Pre-Submission consultation.

It had been suggested by David that we could use the Gala Day as the launch day, a good communication opportunity when we would be able to show people the documents and discuss it with them.

213 Drafting Discussions

There were some policy references which were being checked and confirmed as they appeared to refer to old retained Cheshire County Council policies. The only relevant policies, along with the Local Plan part 1 and Part 2 are the Vale Royal Borough Council retained policies. These were to be sorted out for the Pre Submission draft.

214 Document Preparation & Publicity

Eileen had spoken to the printer who was able to meet a deadline ahead of the Gala, and the Round Tower was available in June to spread the word, on this occasion to all homes and business premises.

The CA has been reviewed by Val and Hilary. The HN Report has been similarly reviewed and the Reg 14 Draft was currently being reviewed by Val and Hilary.

215 Gala Presence

A stall will be set up with one set of printed documents for display and discussion with gala attendees. A Proposals Map and an Environmental Proposal Map will be printed at A2 size paper for use on the stall.

216 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 4.00 pm

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution John to draft a signing version	All	Completed
Confirm the housing capacity being planned into the improved sewerage system-	Tim / Eileen	Meeting Held
Develop a consultation strategy	SG/CWaC	Completed
Produce a RT input for REG14	Eileen	Completed
Generate maps of Green Spaces and traffic hotspots	Alan/David	Completed
Clarify status of planning classification of Blakemere with CWaC	John	Completed
Clarify the number of tranches of grant support up to the total of £9000 that can be applied for	John /Juliette	Completed
Using data already provided for Dropbox write a short paragraph for Evidence Base Summaries	All	Completed
Produce a Powerpoint presentation and circulate ahead of the meeting with the PC	John	Completed
Review actions in minute 204 above and progress	All	Completed
Forward the Green Space analysis to Emma	Eileen	Completed
Progress the funding application	Juliette /John	asap
Complete editing review of the Pre-Submission Draft	Val/Hilary	asap
Complete all sections of policies and references	Alan/Mike/ Andy/Tim	asap
Contact the Northwich Guardian	John	8 th June
Assemble documents for printing	John/ Eileen	3 rd June
Arrange for hard copies to be displayed in the library and at Delamere Park Clubhouse	Eileen	12 th June
Arrange and collect equipment for Gala stall.	John/ Eileen	9 th June
Ensure that the website content is set up and working	David	10 th June
Place banners at strategic spots in the village	John/ Eileen	w/c 12 th June

