

Minutes of a Meeting of the Stapeley & District Parish Council Neighbourhood Steering Group

Held on 5 January 2016 at Stapeley House, London Road, Stapeley

PRESENT: Parish Councillors: Matthew Theobald (Chairman, Jo Hillman and Peter Groves
Volunteers: Pat Cullen and Sue Pritchard

1. Appointment of Note Taker for the Meeting

Jo Hillman agreed to take notes for the meeting.

2. Apologies for Absence

Apologies received from Noel Wagstaff and Val Ingram, John Davenport

3. Conflicts of Interest (non-parish Councillors)

Non-parish councillors are invited to declare any potential conflict of interest which they may have in connection with the business of the Steering Group and in respect of any item of business on the agenda.

None

4. Declarations of Interest

Parish Councillors to declare any non-pecuniary or disclosable pecuniary interests (DPI) in any item of business on the agenda and, in respect of a DPI to withdraw from the meeting prior to discussion and voting on the item.

None

5. Approval of the Minutes of the last Meeting (17th December 2015)

To approve as a correct record, the Minutes of the meeting held on 17th December 2015.
Approved as correct.

6. Draft Neighbourhood Plan – current version 0.1

The following were reviewed:

- a) Progress with the Policies of the Neighbourhood Plan.
Reviewed: ACTION – See 6 b.
- b) Cross-referencing of policies with comments received during the Second Consultation.
Reviewed: ACTION – Jo Hillman and Matthew Theobald to continue, followed by Sue Pritchard and Jo Hillman to consult on the Community section.
- c) Progress with other elements of the Neighbourhood Plan, including use of assessment tools, such as those suggested by Cheshire East:
 1. An example Landscape Character Assessment as an example of what other groups have prepared to support their landscape policies. How to prepare a character assessment:
http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_prepare_a_character_assessment.pdf
<http://www.ourneighbourhoodplanning.org.uk/resources/documents/29>
 2. The CWaC toolkit, useful for looking at designation of Local Green Spaces and ensuring the requirements of the legislation are met
Reviewed: ACTION – To remind members to complete the table with information regarding the images of the parish.
 3. Locally listed buildings and historic assets in Cheshire East :
http://www.cheshireeast.gov.uk/environment/heritage_natural_environment/conservation_listed_buildings/conservation_listed_buildings.aspx
ACTION – for someone to take ownership of comparing our list of historic assets with Cheshire East's list of historical assets to ensure continuity.

7. Next steps

To define next steps to progress the Neighbourhood Plan from the current draft (v0.1) to a draft ready for submission to Stapeley & District Parish Council for approval to move to Regulation 14 consultation, before the 31st March 2016.

- **ACTION:** Matthew to update the website with a progress report
- **ACTION:** Matthew to ask Andrew how to practically compile lists for Regulation 14.
To ask Andrew Thomson and Tom Evans about rules for potential land designation for uses other than development.
To ask Andrew and Tom if there are any third parties that we should contact as a matter of process before we get to regulation 14.
- **ACTION:** Pat Cullen has volunteered to incorporate information from the housing survey into the Housing Policies.
- **ACTION:** To proof read the document as a whole when final changes have been made.
- It has been identified that images of the local area are required to illustrate policies that are being discussed and to highlight issues within the NP.

8. Any Other Business

None

9. Dates of Next Meetings

Tuesday 26th January 2016, 7.30pm at Broad Lane Methodist Chapel

Monday 8th February 2016 7.30pm at Broad Lane Methodist Chapel

Thursday 25th February 2016 7.30pm venue to be confirmed. Sue Pritchard to check availability; failing that, Jo Hillman to check Brine Leas.

Wednesday 9th March 2016 7.30pm at Broad Lane Methodist Chapel