

## **Weston & Basford Neighbourhood Plan**

### **Steering Group Meeting – 16 June 2015**

**Present:** John Cornell (JC), John Densem (JD), Don Fanstone (DF), John Chambers (JCh), Andrew Thomson (AT).

**Apologies:** Trevor Gill

AT was happy to act as project manager. He was attending this meeting F.O.C. His fees would be reduced if we registered the Plan with Cheshire Community Action – circa £340.00 per day. We needed to assess the number of days of his time we required and include this in the Grant Applications. He would be flexible time wise on invoicing. JC to action with Cheshire Community Action.

**Finance:** Bids were in the process of being put together for Locality and Cheshire East (total potential £15,000). AT agreed to update our estimates and return by end of week to allow Grant applications to be completed. Feeling was that £11,000 too low. Apart from Consultancy the largest items likely to be printing and digital mapping. Given that the receipt of grant monies would be unlikely to happen before August there was possibly a need to temporarily vie monies from Parish Council Main Account to Neighbourhood Plan Account to allow us to proceed – to be re paid once grants received. DF and JD to complete grant applications.

**Additional Consultancy advice:** Apart from AT an independent Housing Needs evidence based study was required. – AECOM? AT will assist with brief. Cheshire East had confirmed that housing completion information was available at parish level for the last 5 years.

An independent study also required to look at landscape and biodiversity – Cheshire Wildlife Trust would assist with this (contacts to be given)

**Project Plan / Timescale:** Working draft along with questionnaire and cost estimates had been sent to AT prior to meeting.

AT explained process beyond Sept/Oct.

A second questionnaire was needed to tease out clarification of issues raised in initial questionnaire and to cover any further matters critical to the Plan.

Following this at draft plan /policy stage and to comply with Regulation 14 of the Neighbourhood Planning (General Regulations) 2012, a full consultation was needed with all interested parties including Cheshire East, land interests, stat undertakers etc.....

During consultation period need to meet all developers who had shown an interest in the Parish to canvass their views. – Gladman, Haddon, Co-op, Duchy, Witter. It would also be helpful if we contacted Prince's Trust given the Duchy connections. AT would sit in on these meetings.

Final stage, following refinement of Policies and Plan, submission required to Cheshire East under Regulation 15. At this point ownership of the plan would transfer from Parish Council to Cheshire East. If Plan acceptable at Regulation 15 stage Cheshire East would proceed to referendum.

AT will update Project Plan and timeline and return by end of week. This needed to be submitted as part of grant application.

**Relationship with Local Plan:** Given uncertainty of outcome of Local Plan it was not a waste of time proceeding with Neighbourhood Plan. Appeal decisions had verified this. Neighbourhood Plan would provide evidence based policies which would strengthen any rejigging of Local Plan. It would also provide critical background evidence for likely large scale appeals.

**Constitution:** Steering Group needed a Constitution. AT will forward model used for Bunbury. JCh will vet this and modify as appropriate to make it applicable to Weston & Basford. Need for ratification by Parish Council.

**Explanatory Leaflet:** Now printed. 1200 copies handed out for distribution along with brief Parish Council News Sheet.

**Other ongoing work – background information:** To ensure we had a complete picture of the Parish – need to collate info on history, listed buildings, conservation areas, position re school etc.....

**Date of next meeting: Monday 22June 4pm.**