



Your Vision.
Our Community.
Our Future.

Minutes

NEIGHBOURHOOD PLAN STEERING GROUP MEETING held on 12 September 2016

Attended: Bill Atteridge (chair), Councillor Benjamin Gibbs, Steve Morley, Sharron Tew (notes), Councillor Eddie Ankers, Lucy Hughes from Cheshire Community Action (guest).

- 1 **Apologies**
Councillor Kevin Gibbs, Janet Clarke, Julie Ashworth, Hugh Ashworth, Adrian Hancock, Councillor Rene Hancock
- 2 **Note Taker**
Sharron Tew
- 3 **Declaration of interest (Parish Councillors)**
None
- 4 **Conflicts of interest (Non Parish Councillors)**
None
- 5 **Minutes from last meeting – 22/08/2016**
Minutes agreed by all.
- 6 **Discussions with Lucy Hughes from Cheshire Community Action**
It has been agreed that Lucy will be providing support to the steering group in the Shavington cum Gresty Neighbourhood Plan preparation.

6.1 Grant Application to central government

Template for grant application to be completed electronically and sent by the Parish Clerk to apply for up to £9,000.

Lucy Hughes will check over the completed form and email to Benjamin Gibbs to pass on to Parish Clerk.

£9,000 funding from central government has to be spent within 6 months or by the end of the financial year whichever is the earliest.

Anything not spent will need to be paid back.

Accounting requirements for government grant not yet defined. Agreed that we will need to follow the Parish Council guidelines, record all expenditure and where a costing is over a certain amount, bids will need to be sought.

Not to put in any receipts for expenditure for any dates before the award of the £9,000 grant money.

Keep detailed report on expenses.





Your Vision. Our Community. Our Future.

Timeline for expenditure looked at by Benjamin Gibbs and costings. Thank you Benjamin Gibbs for the hard work in looking at this. Budget approval has been received from Parish Council.

6.2 Survey responses

We are still receiving some through. Agreed that it will be okay to use the comments from these if anything new, but cannot use these in the results. The results from the survey need to be analysed and to be put in to some readable form and published.

Key areas highlighted on the questionnaire:

- Housing
- Communal areas – coffee shop, no village centre
- No recreational green space
- Condition of roads & pavements and local bus service

Sharron Tew to create a short report on the results. Kevin Gibbs to email the online collation of the survey.

The Neighbourhood Plan vision and objectives need to be drafted out from the responses from the initial questionnaire.

6.3 Photographic evidence

Ensure we have photos for chronology of activities attended i.e, Village Festival and School Fair.

6.4 Other reports needed

Lucy Hughes confirmed that there is no need to request a Wildlife Trust report if wildlife has not been highlighted in the questionnaires.

A housing advice note is required and needs to be requested from Rhiannon Monaghan at Cheshire East Council – already requested. Lucy Hughes has advised that she can assist the group in putting the report into context.

Landscape character study – this is a design guide. Need to request from Rhiannon Monaghan.

6.5 Business Questionnaire

A short questionnaire will need to be devised and sent to all commercial premises within Shavington cum Gresty for their feedback, their business requirements, land use base etc. Lucy Hughes will email Benjamin Gibbs some example questionnaires.

6.6 Definition of Affordable Housing

Lucy Hughes advised that currently 30% of any new development should be affordable housing.

Definition: Affordable housing is housing (both for rent and/or purchase) for local people, which is available at a price significantly below the normal cost of housing on the open market. This could include properties for social rent (ie. council housing, shared ownership (part buy/part rent), or homes sold at a discount. To be classed as 'local', the person must have lived or worked in Shavington cum Gresty parish for the last three years or lived in the parish in the past. There will also be a legal agreement on such properties so that they will remain affordable to all future residents.





Your Vision. Our Community. Our Future.

6.7 Next steps

Create main questionnaire - Lucy Hughes provided a couple of questionnaires designed by other communities: Holmes Chapel and High Leigh.

Could include this on the main questionnaire e.g how often do you use the bus from Shavington cum Gresty? Would you be willing to pay a slight increase in the Parish Precept (part of your Council Tax charge) to subsidise this service?

Think about what will need to go into the Neighbourhood plan e.g:

- Other things that are not direct land use can be put at the end of the Neighbourhood Plan as action plans as they cannot be policies.
- Can have as many or as few policies for a Neighbourhood Plan.
- Bus Service: not sustainable and not always running. Population is increasing and bus service is decreasing. Parish Council could increase the Parish Precept slightly to pay for bus service once per week. Bus companies are not making any money to sustain the service as most who use the buses have bus passes.
- Road/pavements/traffic calming –Cheshire East Highways
- Designate Village Centre: try to encourage businesses, methodology for how to choose appropriate land for play areas, allotments, recreational space, shops etc.
- Money received from future housing development could be used towards purchasing/renting land for a recreational area, green space, public footpath, seating.
- To stop houses being built on green land, we need to prove that greenspace is needed and that it is deliverable and ensure there are designated green spaces.
- Examples of recommendations and action plans: Parish Council to chase up Cheshire East Council to clear drains to avoid possible flooding, Parish Council to maintain flower beds. Lucy Hughes advised to see Marton's plan for action ideas as they have similar issues raised as Shavington cum Gresty.
- Policy for trees? Need evidence to do this, would need to complete a tree survey within the parish.
- Hurdles/Pitfalls – Reviews – take 6 weeks and no longer.
- Beware Mistakes – be careful of policies for the plan; some other local plans have put the wrong type of policies in and have had to amend their plans.
- Policies need to be backed up with examples/evidence. There is no limit to a maximum/minimum number of policies.
- Up-keep of land/maintenance, run-down buildings – what can be done about these?
- Policy on brownfield sites
- Village assets to be considered under Protection Policies for community facilities.
- Schools/Infrastructure – check with schools and doctors if they are at capacity.
- Policy – retain established trees and hedgerows.
- Policy for developer contributions?
- Look at Holmes Chapel plan – similar service centre etc.
- Themes from initial questionnaire – form questions around them.

Email draft questionnaire to Lucy

Lucy.hughes@cheshireaction.org.uk





Your Vision. Our Community. Our Future.

7 Initiation of next phase activities

Benjamin Gibbs to contact Adam Capper (photographer) to agree budget of £450 and to see what can be provided at this price. Photos need to include green, autumn and winter scenes.

8 Potential involvement of NP supporters

Distribution of postcards and questionnaire.

9 Poster competition

Bill Atteridge will contact Mr Latham – Shavington cum Gresty Primary School with regards to the poster competition.

10 Any other issues

Distribution of post cards. Looking at distributing them over 15th and 16th October. Bill Atteridge will speak with Jenny to see if the Scouts would be willing to do this for a donation.

Need to have get-together to initiate preparation of draft questions, suggest Monday, 19 Sept, 19.30.

11 Issues for inclusion on next meeting agenda

Discuss how we are going to distribute the draft plan.
Formalise draft questionnaire to send to Lucy Hughes.
Updates on on-going plan development activities

12 Confirmation of next meeting

Provisional for 26/09/2016 for 7.30pm

