

**Minutes of a Meeting of Audlem Parish Council
Neighbourhood Planning Sub-Committee
held in the Committee Room, Audlem Public Hall on Tuesday 29th July 2014 at 7 pm**

Present: Cllr Jones, Cllr G Seddon, Cllr Johnson, Cllr Christie, Cllr P Seddon, Cllr Higham, Cllr Siddons

1 Apologies for absence: Cllr Down

2 Minutes of the Planning Sub-Committee meeting 22.07 14

Proposed as a true record by Cllr Christie and seconded by Cllr P Seddon.

3 Matters Arising

None

4 Update on Application for Designated Neighbourhood Area (NA)

Cllr Jones reported that the application to designate the Parish of Audlem as a NA had been sent to Cheshire East Council (CEC) by the Clerk. CEC will now publicise this and then there is a six-week consultation period. It was agreed that the Clerk contact CEC to find out how the consultation exercise takes place.

Discussion also took place about setting up a skeleton project plan.

It was agreed that the Sub-committee should be in a position to define to the Steering Group what the NP should focus on to avoid any confusion or over-complication of the process.

5 Grant Application and Funding Requirements

Cllr Jones explained that between £500 and £7000 was available from Locality. The money can be applied for either in whole or in tranches. However, any money received must be spent before the end of 2014 or returned. It was not possible for the Audlem group to utilise that amount of funding in the timeframe. It was agreed that we should apply for the money in tranches. It was noted that it was not possible to obtain funding for employing someone directly. Cllr Jones agreed to send the link to the Locality website to all.

The following items were suggested as being suitable for a grant application:

- Training – Cheshire Community Action (CCA) and Planning Aid to be approached – Cllrs G Seddon and Jones;
- Newsletters and distribution;
- Flyers and distribution;
- Hire of meeting rooms;
- Provision of a banner – Cllr Higham;
- Obtaining a laminated copy of the large Parish Map – Cllr Higham;
- Purchase of CCA's Community-Led Plans Toolkit – Cllr G Seddon;
- Potential printing of questionnaire – Cllr Jones to enquire when PP group intend to carry out their survey so that the two can be combined;
- Printing and stationery costs.

Cllr Jones will register Audlem Neighbourhood Plan with Locality. There is then a 30 day period in which to make the application and a decision on whether a grant will be made is normally taken within 15 days.

It was also agreed that we contact Tattenhall PC to see if they could come and explain the process that they went through – Cllr G Seddon.

6 Consultation Exercises

It was agreed that this is where the Sub-Committee should be focussing its efforts especially to encourage volunteers and raise awareness. The following actions were agreed:

- Having a stall under the Buttermarket to heighten the awareness of the NP process on Saturday mornings 16th and 30th August;
- Inviting the Parish Plan group to take part in the Buttermarket events for joint publicity and co-operation - Cllr Jones;
- Updating the Parish Council website, which would include providing more information on the NP – Cllr P Seddon and the Clerk;
- Considering the use of the Public Information screens;
- The Clerk to write to all village organisations to say that Parish Councillors would attend their meeting to explain more about the NP process and ask them to nominate a member to be their link to the project and hopefully participate to some degree in the work group;
- Creating a poster for the summer competition – Cllr Johnson.

7 Correspondence Received from CEC

Cllr Jones reported that she was still awaiting an answer from CEC about whether their support would include legal advice as well as planning advice and for confirmation of what area constituted 'Audlem' in their definition of LSC

The definition of Residents' First Site Allocations has been provided by CEC and will be put on Audlem Online. Cllr Jones volunteered to précis the government's definition of NP and provide the link to go on Audlem Online.

8 Date of Next Meeting

Tuesday 5th August 2014 in the Public Hall Committee Room at 2.30 pm.

The meeting closed at 8.25pm