

**Minutes of a meeting of the Over Peover Neighbourhood Plan Steering Group held on Monday August 5th 2019 at Cleeve House, Stocks Lane at 2:00pm**

Present: Phillip Welsh (Chair)  
Glynn Heselwood  
Ian Hayes

1) Apologies for absence: John Hehir

2) Actions arising from the meeting on June 20th 2019.

All actions from the last meeting had been completed satisfactorily.

3) Feedback from The Parish Council

A submission was received containing a number of comments on the latest draft of the Neighbourhood Plan. Arising from these comments several amendments have been made to the draft Plan.

4) The Consultation Period

PW confirmed that he had requested from Cheshire East a list of mandatory consultees and it is expected this will be forthcoming in the very near future.

**Action PW chase**

We are still awaiting confirmation from Cheshire East Council that the Strategic Environmental Assessment (SEA) has been completed. This is required before the end of the consultation period.

**Action PW chase**

A discussion ensued regarding the dates for the public consultation period, which by law must last a minimum of six weeks. Accordingly the dates for the consultation period were provisionally agreed as follows:

Consultation to commence on Monday August 19th

Consultation to finish on Monday September 30th

Note: The dates are subject to confirmation that the two actions cited above can be delivered on time.

**Action: PW to liaise with Cheshire East**

5) Arrangements for the Consultation

The meeting went on to discuss the most effective ways of engaging residents in the consultation process. Copies of the draft Neighbourhood Plan will be deposited in the Public Libraries at Knutsford and Holmes Chapel and the three pubs in the village will be asked if they would be willing to hold a copy for customers to examine.

The Plan will be placed on the village website ([www.overpeover.com](http://www.overpeover.com)).

A special edition of the Parish Newsletter is proposed which will be delivered to all householders. This will give details of the consultation process, where and how the Neighbourhood Plan can be accessed and how feedback/comments may be submitted. It will also include an invitation to attend the drop in sessions at the village hall (see below).

To assist residents in navigating the Plan a summary of each policy in the Plan will be included in the newsletter. A specimen prepared by PW was available to the meeting and this was considered very appropriate. It will be important to ensure that the newsletter is distributed promptly once the consultation period dates are confirmed and certainly no later than the commencement date of the consultation process.

6) Feedback on the Consultation

Apart from the mandatory external consultees (yet to be confirmed), who will be formally invited to respond, the meeting agreed it was necessary to facilitate feedback/comments from residents. It was agreed that a suitable form be designed and PW tabled a specimen example which the meeting considered appropriate subject to minor amendments.

Residents will also be invited to submit comments via e-mail to council@overpeover.com.

It was agreed that a series of drop in sessions in the village hall should be arranged and provisional dates for these were agreed as Thursday August 29th from 10am to 4pm, Saturday September 7th (to coincide with the village show) and Sunday September 8th from 2pm to 4pm.

**Action: PW to check with the Clerk to the Council if the village Hall is available on August 29th (day and evening) and September 8th (afternoon).**

**Action: PW to consult organisers of the Village Show to see if the Steering Group can have a small stand at the show on September 7th to facilitate consultation with residents.**

7) A.O.B.

(i) In response to a question, PW confirmed that as yet no businesses/organisations in the village had responded to the written invitation extended to them to raise issues for consideration in the Neighbourhood Planning process.

(ii) There is a need to clarify the required response from MNPAC which will need to be included in our Consultation Statement **Action: PW to clarify**

8) Date and Place of Next Meeting - To be arranged.