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| Minutes |

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### Saddleworth Parish Council Neighbourhood Plan

**1 December 2016**

##### Saddleworth Parish Council

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| **Present:** | Pam Bailey | Saddleworth Parish Council |
|  | Cllr Beeley  Cllr McCann  Rob Knotts  Geoff Willerton  Andrew Fletcher  Derek Richardson | Saddleworth Parish Council  Saddleworth Parish Council  Saddleworth Parish Council  Representing Saddleworth Parish Council  Greater Manchester Ecology Unit |
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|  | Georgina Brownridge  Christine Whittle | Oldham Council  Oldham Council |
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| **1**  **2** | **Minutes of last meeting**   * The minutes were agreed. * Georgina confirmed the neighbourhood area was now designated and was in the process of being publicised.   **Draft Service Level Agreement (SLA)**   * Georgina drafted a SLA. The Peak District has confirmed they are happy with the SLA. * SPC confirmed that they are also satisfied with the SLA. * **Action:** Georgina will arrange for the SLA to be signed by each body**.** |
| **3**  **4**  **5** | **Habitats Regulations Assessment**   * Derek highlighted that usually the GMEU would not necessarily need to form part of a neighbourhood planning meeting however a very significant part of Saddleworth falls within ecological designations and therefore it was important to be present. * Saddleworth is covered by a European designation (South Pennine Moors Special Area of Conservation (SAC) and Special Protection Area for birds (SPA)). * There are also local (sites of biological importance) and national designations (Sites of Special Scientific Interest – SSSI). * There is overlap between some of the above designations. * The draft plan should include mention of the nature designations. * The nature designations place statutory obligations on the preparation of a development plan. We are required to carry out a Habitats Regulations Assessment (HRA) Screening to assess any likely harm to an ecological site as a result of the plan. * Natural England recommends starting the HRA process as early as possible. The HRA is an iterative process i.e. the HRA is only final when the neighbourhood plan is final. However the GMEU will need something to base their initial screening on; therefore when the Parish Council has prepared a first draft GMEU can provide an initial screening report. * Derek confirmed that GMEU can carry out the Screening /HRA and as Oldham Council pay GMEU for their services the HRA for the neighbourhood plan would be done at no extra cost as it is covered by the SLA between the ten Greater Manchester Councils and GMEU. * The HRA will be submitted to the Inspector as a supporting document (evidence) and will form part of the justification and evidence informing the Basic Conditions Statement. * The HRA for the neighbourhood plan will have similar issues to the GMSF HRA but on a scaled down level. * **Action: Derek** to email maps of the designations to Georgina and a brief summary of HRA Regulations. * Derek explained that gaps between ecological sites exist because although there might be ecological value there is not enough justification to meet the criteria. However increasing emphasis is placed on ecological networks.   **The Neighbourhood Planning Regulations**   * Georgina gave a complete copy of the Neighbourhood Planning Regulations (including the 2016 amendments) to the Parish Council and a document which identified the Parish Council responsibilities in terms of the regulations. * Georgina gave an overview of the steps involved.   **Strategic Planning Policies of the Peak District National Park Authority**   * Georgina outlined that the neighbourhood plan must conform to the strategic |
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| **6**  **7** | Planning Policies of the Local Plan. For Saddleworth Neighbourhood Plan this includes GMSF, Oldham Joint DPD / emerging Local Plan review and the policies outlined in the note by the Peak District National Park Authority.   * A copy of the strategic policies has been given to Saddleworth Parish Council. * The neighbourhood plan does not have to outline how it confirms to all of the policies at national and local level; only those that are relevant to the neighbourhood plan. * The neighbourhood plan must not include “excluded development” such as waste and minerals. * Saddleworth Parish Council noted that policies 15 and 15 on centres and local shopping parades (Oldham Joint DPD) may be of interest to the neighbourhood plan.   **Basic Conditions Statement**   * Georgina gave guidance on the purpose of a Basic Conditions Statement and guidance from planning practice guidance website. The Basic Conditions Statement will be one of the key supporting documents that the Inspector will use to assess whether the plan is sound. * An example Basic Conditions Statement was provided as well as RTPI / Planning Aid guidance ‘How to write a Basic Conditions Statement’.   **Strategic Environmental Assessment Screening / Equality Impact Assessment**   * Georgina gave guidance on SEA screening from Planning Practice Guidance and outlined that a SA is not necessary; however after a Screening if a SEA is required this may be done through a SA. * A SEA Screening needs to be undertaken fairly early in the process like the HRA Screening and if a SEA is required it will be refined as the plan is progressed. * Oldham Council has carried out a SEA Screening for the Site Allocations Plan and can help with this. * An EqIA is also recommended and an Oldham Council example was provided. |
| **8**  **9** | **Evidence**   * Georgina provided a note on evidence. This can be discussed further once the topic areas have been identified.   **Update from Saddleworth Parish Council**   * The Parish Council noted that they will have to use grants to bring in areas of expertise. * **Action:** The Parish Council agreed that they will organise a half day workshop in the New Year to agree a Project Plan for the Neighbourhood Plan, confirm members of the planning committee and start to develop topic areas. |
| **10**  **11** | **Consultation**   * Georgina gave a note outlining guidance on consultation. It includes the consultation bodies that must be consulted and methods of consultation. * Adele from the Peak District provided input into the note and added that during the plan preparation stage the Parish Council are best suited to know what will work best for them in terms of effective community engagement; and * It is important that any consultation – who was invited/ who came/ who said what/ how the Parish Council responded is noted so that when the Consultation Statement is prepared the information is recorded well and readily available.   **Training**   * As agreed at the last meeting Georgina looked into training and a note of options was provided. |
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