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| Minutes |

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### Saddleworth Parish Council Neighbourhood Plan

**13 October 2016**

##### Saddleworth Parish Council

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| **Present:**  | Pam Bailey  | Saddleworth Parish Council |
|  | Cllr Beeley Geoff Willerton Andrew Fletcher  | Saddleworth Parish CouncilRepresenting Saddleworth Parish Council  |
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|  | Ian Fullilove Elizabeth Dryden-Stuart | Peak District National Park AuthorityOldham Council |
|  | Georgina Brownridge  | Oldham Council  |
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| **1** | **Review of comments received and responses**  |
|  | * Georgina outlined the comments received on the application and the council(s) responses.
* There was one objection letter. On balance it was felt that the Parish Council boundary is still appropriate.
* **Action:** Saddleworth Parish Council to prepare a short statement to further justify why the “area is considered appropriate to be designated as a neighbourhood area” in line with Regulation 5 **by end of 14 October to be fed into report Monday morning** (see examples provided). This will be published to support the application and will help address the objection.
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| **2** | **Report / Decision making to designate neighbourhood area**  |
|  | * The designation will be taken to the Peak District Authority Planning Committee on 11 November 2016.
* In Oldham the decision will be taken at cabinet. The date that we are working towards is 21 November 2016. Otherwise the next Cabinet is on 19 December 2016.
* **Oldham Council / Peak District** to inform Parish Council and send minutes when the designation is approved.
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| **3** | **Publicising designation of a neighbourhood area** * Agreed formal name of the neighbourhood area as ‘Saddleworth neighbourhood area’

**Actions:** |
|  | * Peak District Authority will update their website to publicise the designation and may display a notice.
* Oldham Council will update the website and write out to people on the local plan mailing list, libraries and planning reception informing them of the designation.
* Oldham Council will issue a press release.
* Saddleworth Parish Council will look into publicising the designation through the notice board, Parish Council website and an article in the local Saddleworth publications.
* Saddleworth Parish Council to update the Strategic Planning Committee (SPC) on 28 November or 19 December following approval at Oldham’s Cabinet meeting.

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**4 Saddleworth neighbourhood plan: Update from Parish Council**

* The SPC will drive the neighbourhood plan. Members include Barbara Beeley; Geoff Bailey, Steve Hewitt, Rob Knotts, Pat Lord, Keith Lucas. In addition there is Garth Hartness, Peter Knowsley and John McCann (District Partnership).
* EDS outlined that we can attend the SPC meetings and it would also be useful to carry on meeting separately.
* The scope of the plan and timetable are to be developed. Could use the Parish Plan as a starting point. **Parish Council to start thinking about the scope of the plan.**
* When there is further detail we can consider what evidence is required and other requirements such as Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) and look into whether the Greater Manchester Ecology Unit can help.
* My Community has four case study examples of neighbourhood plans <http://mycommunity.org.uk/take-action/neighbourhood-planning/>
* Cheshire east has lots of experience of neighbourhood plans <http://www.cheshireeast.gov.uk/planning/neighbourhood_plans/neighbourhood-planning.aspx>
* **Cllr Beeley** to circulate the Saddleworth Parish Plan.
* **Oldham Council** to look into training opportunities on neighbourhood planning.
* **Saddleworth Parish Council** to contact Guy Martin to see if there is the opportunity to give a presentation. **Ian** to send his details.
* **Saddleworth Parish Council** to consider contacting Manchester University to see if there is the opportunity for students to get involved in the plan. (Planning and Environmental Management department: Tel: +44 (0)161 275 2817; Email: seed@manchester.ac.uk)

**5 Service Level Agreement** **(SLA)**

* **Georgina** to draft a SLA to be agreed with the Peak District Authority and Saddleworth Parish Council to clarify roles and responsibilities so that we are all clear regarding what is expected from each other.

**6 Financial Support**

* **Oldham Council** to apply for the grant available for Local Planning Authorities once the area is designated. This will be split with the Peak District (20%) Authority.
* The Parish Council can apply for grants via My Community. Guidance can be found on this website. <http://mycommunity.org.uk/funding-options/neighbourhood-planning/>

**7 Next Meeting**

* Pam Bailey to invite Guy Martin to the next SPC meeting.
* Pam to email dates for the next Oldham Council / Peak District / Parish Council meeting.