

Application to designate a Neighbourhood Area

Town and Country Planning Act 1990 (as amended)

Neighbourhood Planning (General) Regulations 2012

Please note that the information provided on this application form may be published on the Authority's website.

If completing by hand, please use block capitals and black ink.

1) Applicant contact details

(representative from Parish Council or Neighbourhood Forum)

Title and full name

Councillor Trisha Paterson

Address and postcode

Trisha Paterson
46 Oaklands
Guilden Sutton
Chester CH3 7HE

Mr David Norbury (Clerk to Guilden Sutton Parish Council)
david.norbury@guildensutton.org.uk

David Norbury
1 Orchard Croft
Guilden Sutton
Chester
CH3 7SL

Email address

trisha.paterson@guildensutton.org.uk

Cheshire West and Chester Council

2) Relevant body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and Regulation 5(c) of the 2012 Regulations (i.e. a Parish Council or Neighbourhood Forum).

(please select one answer)

Yes ☒ No ☐

Name of Parish Council or Neighbourhood Forum

GUILDEN SUTTON PARISH COUNCIL

If a Neighbourhood Forum, has this been designated yet?

(please select one answer)

Yes ☐

No - but application submitted ☐

No - application not yet submitted ☐

3) Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will be formally known.

Guilden Sutton Parish

4) Extent of the area

Please indicate below and attach an OS plan showing the intended extent of the area.

(please select one answer)

Area not covered by a Parish ☐

Whole Parish boundary area ☒

Part of one Parish ☐

Includes more than one Parish (please complete section 6 below) ☐

A map showing the area to which the application relates has been attached. ☒

5) Intention of the Neighbourhood Area

Please indicate which of the following you intend to undertake with your Neighbourhood Area.

(please select all that apply)

- Neighbourhood Development Plan ☒
- Neighbourhood Development Order ☐
- Community Right to Build ☐

6) Additional Parish details (if applicable)

Please complete this section if the proposed Neighbourhood Area includes more than one Parish.

Please provide details of the additional area covered and the name(s) of the relevant Parish/Parishes.

If the neighbourhood area includes the whole or any part of the area of another Parish council, the lead Parish council is authorised to act in relation to the neighbourhood area only if the other Parish council(s) have given their consent.

Please provide the name and signature of a representative from each relevant Parish council to confirm that the Parish council have provided formal agreement and are happy for you to act on their behalf.

Cheshire West and Chester Council

For all applications

Please describe below why you consider that the extent of the neighbourhood area is appropriate.

If possible, please provide a copy of the minutes of the Parish Council meeting(s) at which it was agreed that the whole/part of the Parish council area could be included in the Neighbourhood Area and that the applicant Parish Council were authorised to act as the lead authority on Neighbourhood Planning work.

Following extensive discussions and research with other local groups, and obtaining support from within the parish, it was proposed and formally approved at the Guilden Sutton Parish Council meeting held on Monday 2nd June 2014 to proceed with the creation of a Neighbourhood Plan for the Parish of Guilden Sutton.

The minutes of the Parish Council meeting of 2nd June 2014 clearly set out the the formal approval of the decision to proceed, the extent of the Neighbourhood Area to be included in the Neighbourhood Plan i.e. the whole of the parish of Guilden Sutton as modified by the recent boundary changes and the composition of the Steering Group, including the election of Councillor Paterson as the leader of the Steering Group.

These decisions are recorded under Agenda Item 3, Planning, subclause (c) Community Planning, item (ii) Neighbourhood Planning, item (a) Neighbourhood Plan on pages 3 & 4 of the minutes - copy attached.


7) Declaration

I hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name

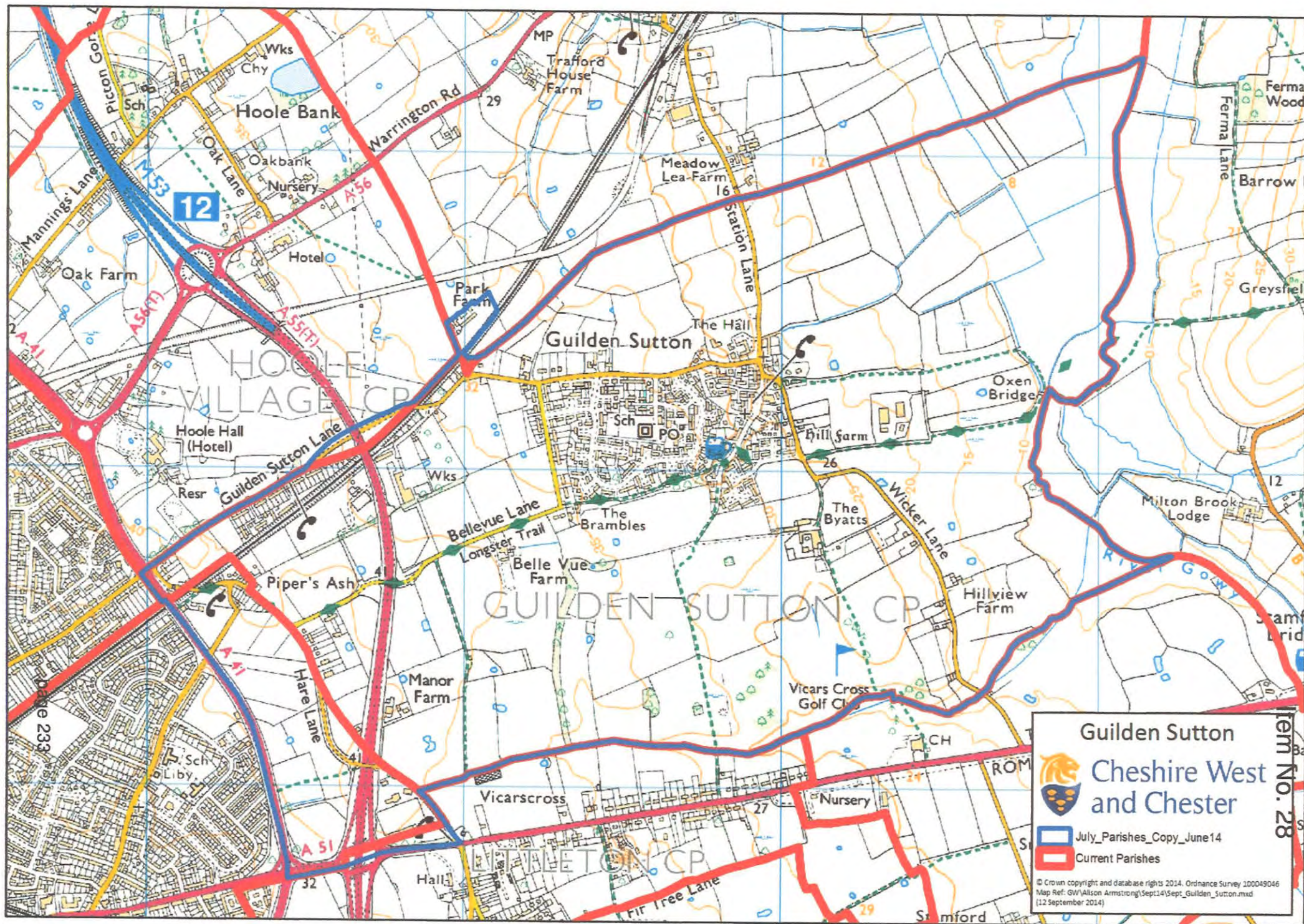
PATRICIA MARSALET PATENSON

Signature



Date

26 2 16



Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 June 2014 in Guilden Sutton Village Hall at 7.30pm.

Chairman: Cllr M S J Roberts.

Present: Cllrs A Davis, D M Fisher, D Hughes, W Moulton, P M Paterson, S Ringstead, M S J Roberts.

In attendance: B M Lewin Esq and one Member of the public.

1 Procedural matters.

(a) Declarations of interest. Members were reminded they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, was considered or as soon as the Member became aware a declaration was required.

Declarations were a personal matter for each Member to decide with the decision to declare, or not, being the responsibility of the Member based on the particular circumstances. Consideration should be given to any pecuniary interest, outside bodies interest or family, friends and close associates.

(b) Apologies. An apology was received and accepted from Cllr I Brown.

Apologies were received and noted from Cllr Margaret Parker and PC R Boulton.

(c) Confirmation of the minutes of the annual meeting of the Council held on Monday 12 May 2014.

It was agreed the phrase "Cllr Roberts in the Chair" should have followed the paragraph referring to Cllr Roberts's election as Chairman and that Cllrs Paterson and Davis should have been recorded as presiding at the May surgery.

On that basis, approval of the minutes was proposed by Cllr Moulton, seconded by Cllr Davis and agreed.

(d) Code of Conduct. There was nothing further to report at this stage.

(e) Dates of future meetings: Mondays 21 July, 1 September, 6 October, 3 November, 1 December 2014.

(f) Late information report 2 June 2014. The late information report for the current meeting was received and noted.

(g) Review of handling of information correspondence. The continued increase in the volume of information correspondence being received would be assessed by the Clerk at the request of Cllr Paterson pending a review by the Council as to arrangements for its handling.

(h) Ward Members. The Clerk invited Members to note that at the annual meeting of the borough council Cllr M Parker had joined the Executive with responsibility for Governance while Cllr S Parker continued as portfolio holder for Culture and Economy. **Action: Noted.**

2 Community engagement.

(a) Public speaking time. The Chairman reiterated public speaking was not intended to allow dialogue with members of the public as there were a wide range of other opportunities for constituents to discuss issues with Members. Should an urgent matter arise of sufficient importance it was open to the Council to agree to suspend standing orders. The matter was subject to discussion with a Member expressing the view the Council should not be seen to be distancing itself from the public.

(i) Public speakers. There were no public speakers.

(ii) Visiting Members/Officers. Cllr S Parker informed of progress with the Northgate Development including the relocation of the bus exchange to Gorse Stacks and the operation of feeder buses into the city centre.

He encouraged the Council to suggest possibilities which would make local services more accessible, including to people with dementia, as ward members were now involved in this process. Separately schemes suitable for support from Member Budgets should also be brought forward.

Cllr Paterson referred to the decision by the borough council that local councils would in future be charged for the cost of elections.

Cllr Moulton referred to a review of the mobile library service. Cllr Parker informed use was increasing.

(b) Report of surgery held on Saturday 31 May 2014. Cllrs Roberts and Paterson had presided. Issues which had arisen had included hedge and grass cutting and a request for a Sunday bus.

(c) Parish Council drop ins. There was nothing further to report at this stage.

(d) Twitter. There was nothing further to report at this stage.

3 Planning.

(a) New and recent applications.

Dormer bungalow with new singular access (outline)
Land At Holly Cottage Guilden Sutton Lane Guilden Sutton Chester
Ref. No: 14/02056/OUT | Validated: Tue 13 May 2014 | Status: Pending consideration.

Further inquiries would be made by Cllrs Fisher and Paterson. It was noted a response was due by 11 June 2014.

Use of land as part of domestic curtilage
Manor House Hare Lane Chester Cheshire CH3 7DB
Ref. No: 14/01848/LDC | Validated: Thu 15 May 2014 | Status: Pending consideration.

Cllr Fisher.

The Council had been consulted on this application although Members were aware these issues were decided on the facts. It was noted a response was due by 11 June 2014.

Cllr Fisher reported. Members wished the LPA to be satisfied before the grant of any certificate. As the site was within the Green Belt concern would be raised that the extended curtilage, if permitted, could be the subject of an application for development.

Creation of new access
The Vicarage Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL
Ref. No: 14/01764/FUL | Validated: Thu 08 May 2014 | Status: Pending consideration
Cllrs Fisher, Ringstead.

Report as follows:

It was noted no consultations with neighbours had been considered to be necessary. A prominent chestnut tree had been carefully considered as this was protected and almost all the paperwork in the application referred to it. The actual alignment of the new drive could not be ascertained accurately from the drawings, but passed close to the tree, which had substantial roots close to the surface. Cllrs Fisher and Ringstead believed that the requirements of the Arboricultural Impact Assessment for 'no dig' surfacing should be strictly applied to avoid causing stress to the tree which had substantial landscape value. The raising of the crown by removing 75mm branches was not a problem.

The drawings did not show any details of the access to the highway including a visibility assessment, a dropped kerb and other measurements. Further, they did not show how the new access would tie into the drive for the house under construction next door, whose planning application showed a shared drive and highway access (11/02870/FUL).

It was recommended the Council should OBJECT pending clarification of the highway access and specification of the drive surface.

This was agreed although the LPA would be informed there was no objection to the principle of the proposed development.

Two storey side and single storey rear extensions with porch to front.

Calbourne Church Lane Guilden Sutton Chester Cheshire CH3 7EW

Ref. No: 14/01463/FUL | Validated: Tue 08 Apr 2014 | Status: Planning Permission. NEW DECISION.

Cllrs Brown/Hughes.

No objection had been raised.

Installation of 968 Roof Mounted Photovoltaic Panels on to existing agricultural buildings.

Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 14/01230/FUL | Validated: Mon 31 Mar 2014 | Status: Pending consideration.

Cllrs Paterson/Ringstead.

No objection had been raised. Clerk informed no response had been received to the Council's concern that no documents had been received due to problems with the LPA's mail contractor.

Residential development of 17 affordable dwellings and associated vehicular access to School Lane.

Land Adjacent To Treetops School Lane Guilden Sutton Chester Cheshire.

Ref. No: 13/05410/FUL | Validated: Fri 20 Dec 2013 | Status: Planning permission.

Cllrs Moulton, Hughes.

Objection.

Erection of a detached dwelling

Land Rear Of The Vicarage Church Lane Guilden Sutton Chester

Ref. No: 13/05405/FUL | Validated: Tue 17 Dec 2013 | Status: Application permitted.

Cllrs Fisher, Ringstead.

Objection.

Residential development of 9 dwellings (demolition of existing buildings) | The Wood Farm School Lane Guilden Sutton Chester Cheshire CH3 7ET

Ref. No: 13/04057/FUL | Validated: Tue 17 Sep 2013 | Status: Application permitted.

No objection.

(b) Development control process. (a) e notifications. There was nothing further to report at this stage.

(c) Community planning.

(i) Parish Plan. Cllr Paterson reported

(ii) Neighbourhood planning.

(a) Neighbourhood Plan.

Further to the reference by Cllr Paterson to comprehensive parish statistical data which would be helpful in informing any neighbourhood plan, available from Cheshire Community Action, this had been progressed by the Clerk and forwarded to Cllr Paterson.

Following a successful ruling by the Court in relation the Tattenhall Neighbourhood Plan, the Clerk had congratulated Tattenhall and District Parish Council on their achievement as requested by the Council.

The Clerk invited the Council to consider:

(a) Resolving to proceed with the development of a Neighbourhood Plan for Guilden Sutton.

(b) Allocating an initial sum of £10,000 for the process.

(c) Agreeing the lead Members and composition and terms of reference of the Steering Group.

(d) Agreeing the Neighbourhood Area should be the present civil parish for the purposes of the necessary application to the borough council.

With respect to (a) it was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed unanimously that the Council should proceed with the development of a Neighbourhood Plan for Guilden Sutton.

With respect to (b) Members took account of the general advice as to the potential cost of a neighbourhood plan, including the referendum but believed that in view of the absence of any firm guidance a lower initial allocation should be made at this stage. It was proposed by Cllr Fisher, seconded by Cllr Ringstead and agreed unanimously that an initial allocation of £2,000 should be identified.

With respect to (c) it was proposed by Cllr Fisher, seconded by Cllr Ringstead and agreed unanimously that the steering group should be led by Cllr Paterson and that the membership should comprise four Members of the Council and six members of the public.

With respect to (d) it was proposed by Cllr Paterson, seconded by Cllr Roberts and agreed unanimously that the Neighbourhood Area should be the present civil parish for the purposes of the necessary application to the borough council.

(iii) Bird in Hand Support Group. There was nothing further to report at this stage.

(iv) Affordable housing. Housing numbers. A response was awaited from Cllr S Parker as to whether CWAC kept a detailed record of affordable housing permissions and completions which was understood to be the case.

Cllr Hughes expressed the hope the occupiers of the School Lane dwellings would be local. The Clerk informed he had been approached by a prospective tenant from outside the village who wished to return to Guilden Sutton. Cllr Hughes requested that details of the allocation process should be ascertained and this was agreed. **Action: The Clerk.**

(d) Strategic Planning.

(i) Land at Hoole Hall (Hoole Gate). There was nothing further to report at this stage.

(ii) Publication draft Local Plan.

The Clerk advised he had yet to be informed by the Programme Officer as to the Council's request to participate at an appropriate stage in the Hearings on Green Belt issues. This was being followed up. **Action: The Clerk.**

It was noted the hearings for the Examination would commence on 17 June 2014 at 9.30am and were expected to last three weeks until Friday 4 July, 2014 in the Town Hall.

(iii) Cheshire West and Chester Local Plan (Part Two) Land Allocations and Detailed Policies - Issues Consultation. It was noted comments were due by 19 June 2014.

(iv) Chester Green Belt. There was nothing further to report at this stage.

4 Quality Council issues.

(a) Training.

(i) Training dates 2014. Any Members wishing to attend any training in this programme would advise the Clerk. **Action: All Members.**

(ii) Health and Safety seminar, (ChALC/H R Terrain) Thursday 15 May 2014, Northwich (Free.) Cllr Paterson had attended this workshop which had included three presentations from Terrain and the opportunity for questions/networking. The presentations had covered all sizes of Local Council from Parish to Town and had been based on organising an event, volunteers and health and safety updates. Cllr Paterson had kindly forwarded the presentation to the seminar and indicated a safety plan would be in force for the fete.

(iii) 'Digital Mapping for Local Councils', Tuesday 10 June, Cotebrook Village Hall (pm). Any Members wishing to attend were requested to advise the Clerk by return. **Action: All Members.** 14/15 038