

# Cannock Wood Neighbourhood Plan Working Group Draft Minutes

Meeting held 28/04/22 at 7:00pm

Attendees:

Amanda Lightbody

Fiona McMulkin

Sue Janes

Anne Wallbank

Lesley Baker

Tom Corkley

Avril Green

Liz Whiteley

Ben Bradley

Paul Thomas

Apologies: Maureen Allen, Emma Frison, Gavin Wallbank, Steve Wroe.

1. **Minutes of meeting** on 24<sup>th</sup> March 2022 were approved by all members.
2. **Register of interests** is held by Sue Janes. No additions are required.
3. **Screening report (SEA/HRA)** – Screening reports, prepared by Eddy Taylor (ET), concluded that full SEA/HRA reports are not required. 5 week statutory consultation is underway. No response as yet from the Environment Agency or Natural England but Historic England have agreed with the conclusions. Printing is paused until the SEA/HRA process has run its course.
4. **Policy wording changes following feedback from Staffs Historic Environment and Staffs Wildlife Trust.** Changes were made in light of responses from Cannock Wood Residents, Staffordshire CC and Staffordshire Wildlife Trust. These were highlighted blue in the printed excerpts for ease of reference. All have been checked and ratified by Eddy Taylor. The meeting went through the changes, which include specific reference to the importance of the ancient woodland at Courtbanks Covert.
5. **Communications.** If the SEA/HRA Screening consultation does not give rise to the need for changes, the next documents for general circulation in mid to late May for a 6-week ‘pre-submission’ consultation period will be:
  - a) The formal draft Neighbourhood Plan with Design Code and Character Assessment. These are lengthy and detailed – a few printed copies for reference in the locality, otherwise online only. LW, AL, SW have been through all the initial drafts but the full draft has now been sent to all members. Group to split the reading to check for errors, omissions, footnotes and links. reply by 09/05/22 so it can go for printing w/c 09/05/22.
  - b) A document for circulation to all households taking a broader overview of NP for formal Reg 14 pre-submission consultation and commenting on issues of concern to residents which cannot be dealt with through planning policies and information about where the full plan can be consulted. LW has drafted this summary version of the full Neighbourhood Plan; all members to read the pre-submission sent via e-mail and comment by 09/05/22. Look for errors so it can go for printing w/c 09/05/22.The formal ‘pre-submission consultation’ has to be sent to a lengthy list of statutory consultees. The list was reviewed and checked for omissions and further contact details added. The formal consultation must run for at least six weeks and a closing date of 11<sup>th</sup> July has been set; it will start as soon as can be arranged, so may exceed six weeks. In the interim, substantive comments received during the consultation can be referred to Eddy Taylor. The Parish Council will also be able the consultation period to flag up any concerns so that any revisions required can be made at the same time as those from other consultees.
6. **Non-Designated Heritage Assets and Assets of Community Value.** Some residents have been keen to have their properties designated as historic community assets. CCDC has rejected the Parish Council’s application to list Cannock Wood Methodist Church as an Asset of Community Value as its use is primarily for worship rather than community activities.
7. **Phase 3 funding.** A further grant application for £3092 has been made to include 4 days of ET’s time; £580 for printing consultation summaries and £115 for the printing of hard copies to be

kept for residents to access; and£197 for Village Hall meeting room costs and signage costs. £400 which had originally been included for survey costs was withdrawn from the application during the assessment process due to difficulties in obtaining timely input from Staffordshire Wildlife Trust. *Subsequent note: the grant has now been approved.*

8. **Any Other Business.** Also required will be a Basic Conditions Statement to demonstrate the plan has been planned in accordance with UK and EU law and a Consultation Statement summarising what has been done to consult and what notice we have taken of comments and submissions. LW will prepare these as far as possible in order to allow ET's time to be most effectively utilised. Thanks to Liz for continuing efforts and leadership.
9. **Date of Next Meeting.** The next meeting will be held on Thursday 1<sup>st</sup> September at 7pm in the Village Hall.

Meeting closed at 8:58pm.