**Minutes of the Strategic Planning Meeting held on Minutes 28th September 2023**

**Present :** Cllr B Beeley (Chairman), Cllr S Al-Hamdani, Cllr R Blackmore, Cllr K Barton,

 Mr R Knotts, Mr K Begley, Mr G Whitehead, Mr P Clegg, Mr T Baxter, Mr P Sykes,

 Mr G Fielding.

**1, Apologies received:** Cllr M Birchall, Cllr K Dawson, Mr A Fletcher, Mr A Taylor, Ms G Brownridge (OMBC), Ms C Wilkins (PEAK), Mrs K Hodges.

**2, Declarations of interest**

None declared

**3, Approval of Minutes 27th July 2023**

**Accepted as a true record and signed by the Chairman**

**4, Consultation Process/Discussion with Community Groups**

 **The Community Association members were asked for their input and there was some discussion.**

**Cllr Al-Hamdani advised this is the first round of consultation; it was suggested this would be 4 weeks. Following this initial consultation, final amendments would be made to the Plan before it is submitted to the Inspectors. Cllr Beeley to contact Holmfirth Parish Council for advice on the normal timescale of the inspection process.**

**It was agreed that a flyer, either 8 pages or 12 pages, would be produced to be hand delivered across all areas of Saddleworth. Community Association members would facilitate the delivery of the document. There would be a tear off slip on the flyer (with a FREEPOST address and/or details of drop off centres) plus a link to the SPC website for residents to comment.**

**There would be 7 key topics listed on this flyer with a brief but eye catching resume of the aims of the Neighbourhood Plan:-**

**Environment, Design, Health & Wellbeing, Housing, Infrastructure, Retail Commerce & Tourism, Travel & Transport. It would also have a timetable for the rest of the process.**

**After some discussion it was agreed that Cllr Al-Hamdani would prepare a demo page on Retail Commerce & Tourism, and Mr Knotts would prepare a demo page on Travel & Transport. These would be ready to share with everybody via email by the 18th October.**

**Cllr Beeley asked if any other attendees would be interested in preparing another demo page.**

**By the time of the next meeting on 26th October, we will have a strong idea of all the costs involved and funding will have been applied for. The Community Association members will also be invited to this meeting for further discussions and next steps.**

**5, Funding for formal consultation**

**Mr Knotts advised that the applications window was now open. There was some discussion around the amount to be applied for. It was agreed that he would get quotes for 12,500 8 or 12 page flyers, plus approx. 50 full copies of the Neighbourhood Plan. The flyers would need producing again for the final part of the consultation process, inviting residents to a meeting, probably in the Civic Hall.**

**The HRA screening costing is £720, the SEA screening is being carried out free of charge. The Local Authority will pay for the actual referendum.**

 **It was agreed that once all quotes/estimated costs had been received, Mr Knotts would meet with Cllr Beeley and Cllr Al-Hamdani to prepare the submission of the application.**

**6, HRA (Habitat Regulations Assessment) & SEA ( Strategic Environment Assessment) progression**

**Cllr Beeley advised the HRA was due for completion 4th October. She will contact Georgina Brownridge at OMBC regarding the progress on the SEA.**

**7, Items for the next agenda**

* **Consultation Process/Discussion with Community Groups**
* **Summary Document/Flyer**
* **Funding Application Update**
* **Next Steps**

 Next meeting: 26th October 2023 @ 09.30hrs