

# CHESHIRE EAST COUNCIL

## REPORT TO: CABINET

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**Date of meeting:** 4 July 2011  
**Report of:** Juliet Blackburn, Performance and Partnerships Manager  
**Subject/Title:** Parish Planning Protocol  
**Portfolio Holder:** Cllr Rachel Bailey and Cllr David Brown

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### 1.0 Report Summary

- 1.1 This report presents the updated Parish Planning Protocol for endorsement by Cabinet.
- 1.2 The aim of this Protocol (attached at **Appendix 1**) is to provide clear, concise guidance on how Cheshire East Council and its partners will work with communities undertaking a Parish Plan to support their development and implementation. It also provides guidance on how Plans will be disseminated within the Council and how they can influence Council policy and service delivery.
- 1.3 Development of the new protocol has been led by the Partnerships team with significant input from Housing and Planning, Assets, Cheshire Association of Local Councils (ChALC), and Cheshire Community Action (CCA). CCA have a lead role in parish planning in Cheshire East as CEC pay them to provide parish planning support, and also administer grants for parish councils to develop and implement parish plans.
- 1.4 The protocol will need to be reviewed on a regular basis to take account of changes in legislation, in particular areas such as the Localism Bill.

### 2.0 Decision Requested

- 2.1 Cabinet is requested to endorse the new parish planning protocol attached at **Appendix 1**.

### 3. Reasons for Recommendations

- 3.1 Parish Plans are a significant aspect of community life in Cheshire East and it is important that there is a strong process for their development and implementation.

### 4.0 Wards Affected

- 4.1 All Wards

## **5.0 Local Ward Members**

5.1 All Ward Members

## **6.0 Policy Implications**

6.1 None

## **7.0 Financial Implications**

7.1 None – endorsing the protocol does not require any further funding from Cheshire East Council. Funding is currently provided from the Partnerships team to Cheshire Community Action to support parish planning.

## **8.0 Legal Implications**

8.1 Parish and community plans are not statutory documents. However, the protocol sets out the link between parish/community plans and the statutory planning system in sections 8.6 and 8.7.

## **9.0 Risk Management**

9.1 None

## **10.0 Background**

10.1 The proposed protocol is attached at **Appendix 1**. Section 7 of the protocol outlines the support required from Cheshire East Council. Cabinet are asked to note two key actions which will ensure that plans are realistic and deliverable, particularly in relation to a parish's expectations on the Council:

- i. To establish an internal Parish plan Group to receive completed plans and look at how CEC can support them and contribute to delivery where necessary.
- ii. To ask parish's to use a template when identifying actions, which would enable CEC and partners to sign off any actions attributed to them.

10.2 Other areas where CEC will support the development and implementation of Parish Plans include:

### **Development**

- Assisting with a grant of up to £3,000 towards the development of the Plan (this grant pot of £20,000 is within the Partnerships budget and is administered by Cheshire Community Action);
- Providing information and advice when requested (see section 6.0);
- Appropriate officers to attend meetings and consultation events;

## **Implementation**

- Publicising the completion of Plans on the Council's website, in Members Bulletins and other Council generated literature where practical;
- Establishing a lead link officer for completed Plans;
- Sending copies of completed Plans to Heads of Service, relevant officers, elected Members and partners;
- Reporting of completed Plans to Local Area Partnerships;
- Identifying groups/organisations who may be able to help with implementation;
- Taking Parish and Community-led Plans into account when awarding grants.

10.3 Some examples of projects being delivered through parish plans are:

- Ollerton with Marthall built new eco Village Hall within 2 years – attracting funding from Big Lottery (£326k) and WREN (£50k)
- Wybunbury working on new children's play areas for under 7s and over 7s
- Chelford working on a safe off road route to Village Hall and all weather sports facility
- Gawsworth Speed Watch using SID
- Prestbury multi user sports and leisure facility
- Warmingham upgrade lighting and smoke alarms in village hall and village amenity area and traffic calming scheme
- Acton Edleston & Henhull village environment improvement and traffic calming scheme
- Weston & Basford – book club, regular friendship lunch club, allotments
- Rainow - integrated communication system -winners of NW communication category of the Community Spirit Competition 2009
- Willaston – Green Gap Event and communication
- Bollington – canal zone improvements

## **11.0 Access to information**

The background papers relating to this report can be inspected by contacting the report writer:

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Designation: Performance and Partnerships Manager

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Email: [Juliet.blackburn@cheshireeast.gov.uk](mailto:Juliet.blackburn@cheshireeast.gov.uk)



## APPENDIX 1



# Parish and Community-Led Planning Protocol Updated May 2011

## 1.0 Aims of this Protocol

### 1.1 Overall Aim

Cheshire East Council recognises the value of Parish and Community-led Plan[*to be referred to as Parish Plans throughout this Protocol*] in identifying and articulating local community needs and priorities, improving service delivery and informing policy and strategy within Cheshire East.

The aim of this Protocol is to provide clear, concise guidance on how Cheshire East Council and its Partnerships for Action in Cheshire East (PACE) partners will work with communities undertaking a Parish Plan to support their development and implementation and to provide guidance on how Plans will be disseminated within the Council and how they can influence Council policy and service delivery.

This protocol will be reviewed on a regular basis to take account of changes in legislation, in particular areas such as the Localism Bill. There will be at least one full review of the protocol each year. Please check that you are using the latest version (available from CEC website).

### 1.2 Specific Aims

Cheshire East Council aims to:

- Support the development and implementation of Parish Plans;
- Develop and maintain a Cheshire East Parish Plan Group of officers from a cross section of services (Membership listed in Appendix 1) which is supported by the Parish Plans Development Officer, to discuss key issues affecting community-led planning and monitor the progress of Parish Plan activity;
- Establish through the Cheshire East Parish Plan Group all actions and projects from Parish Plans that partners are able to take forward and promote;
- Feedback to Parish and Community-led Planning Groups [*to be referred to as Parish Plan Groups throughout this Protocol*] on actions taken by the Council and its partners in furtherance of Parish Plans;
- Establish a single point of contact within the Council for Parish Planning Groups to liaise with;
- Take account of Parish Plans through the Local Area Plans which inform the Councils business planning agenda and work programmes;
- Circulate completed Parish Plans to all relevant Heads of Service and other appropriate officers and Council Partners;
- Update relevant officers and partners on the progress of Parish Plans on a regular basis;

- Invite Parish Plan Groups to present their completed Plans to the relevant LAP Area Management Group and/or to the Cheshire East Parish Plan Group;
- Ensure that elected Members are made aware of Parish Plans being developed or implemented in their areas;
- Report all completed Parish Plans to the Council's Portfolio Holders for Performance & Capacity and Safer & Stronger Communities as set out in Section 10;
- Develop the Council's website to become a source of information and advice for groups completing Parish Plans and those officers and elected Members who wish to know more about Parish Plan progress;
- Monitor the effectiveness of this protocol and update and revise it as necessary in the light of feedback received from interested parties.
- Work with and link into the independent facilitation provided by Cheshire Community Action;

The Council funds a Parish Plan Development Officer at Cheshire Community Action to provide independent advice and facilitation to support groups through the parish planning process. Cheshire Community Action also administer Parish Plan funding on behalf of the Council. They provide support to groups in a number of practical ways such as:

- attending and speaking at meetings;
- providing displays and materials;
- planning a consultation;
- providing useful Parish Plan guidance, information and precedents;
- hosting an informative website;
- answering queries;
- putting groups in touch with useful contacts;
- constituting a Parish Plan Steering Group;
- planning a budget for the project;
- applying for funding;
- drafting a questionnaire and action plan;
- reviewing and commenting on draft documents;
- analysing data;
- attending a launch; and
- implementing the actions.

### 1.3 Protocol Users

This protocol is designed to provide useful guidance for a wide range of users and readers including:

- Community groups producing / implementing a Parish Plan;
- Residents and community members;
- Parish or Town Councils, Councillors and Clerks;
- Cheshire Association of Local Councils (ChALC);
- Elected Members of the Council;
- Officers of the Council;
- PACE which includes the Local Area Partnerships (LAPs);
- Potential project funders.

## 2.0 What is a Parish or Community-led Plan?

Two recent definitions of what a Parish or Community-led Plan is:

*“A step by step structured process, taken on by local community activists, to create a vision for a community and an action plan to achieve it. The process involves using a mix of evidence collection, different types of consultation and debate at the very local neighbourhood level. It is designed to be a process in which each and every citizen can participate and results in very high levels of participation. The resulting vision covers the social, economic, environmental and cultural well-being of the community and all those who live and work there.”*

Taken from the Action for Communities in Rural England (ACRE) website.

*“A Parish Plan is a detailed, critical but at the same time constructive survey of a community by the people who live and work in that community or have some other close connection with the community (such as owning land or owning a business in the Parish). It provides an opportunity for people to take stock of their community and decide which aspects of their community they like and wish to preserve and perhaps enhance and which aspects they do not like and want to change. The idea is for the community to develop its own voice and to use this to create a shared vision for the future and an action plan for turning that vision into reality.”*

Taken from ‘The Guide to Parish Plans’ by the Parish Plans Development Officer, CCA

## 3.0 Who is involved

### 3.1 Unelected community volunteers

A Parish Plan is undertaken by a community group or group of residents made up of unelected volunteers, supported by the local Town or Parish Council, where there is one. Parish Plan Groups are encouraged to cover the widest aspects of community life and may therefore include social, environmental, economic and cultural issues as well as spatial planning issues.

### 3.2 Cheshire East Council Services/Departments and its Partners

It is important that links are made between the Parish Plan Group and the relevant Council department or its partners at the earliest opportunity.

A Cheshire East Parish Planning Group, made up of service heads, Partnerships Team and Cheshire Community Actions Parish Plan Development Officer will meet on a regular basis to discuss progress of plans and emerging actions and responsibilities. It is advisable for groups to send a copy of the draft action plan to this group, via the main point of contact as set out in appendix 1, for comment prior to final publication.

If an electronic copy of the completed Parish Plan is sent to the main point of contact it will be circulated via email to all service heads and relevant elected Members and Portfolio Holders in Cheshire East Council.

### 3.3 Parish Plans Development Officer

Independent facilitation for Parish Plans, funded by Cheshire East Council, is provided by the Parish Plans Development Officer employed by Cheshire Community Action, the Rural Community Council

for Cheshire. This officer is the initial and main point of contact for any Parish or Community considering, developing or implementing a Parish Plan. The contact details are set out in Appendix 1.

### 3.4 Elected Members

It is also important for Parish Plan Groups to work collaboratively and co-operatively with local Town and Parish Councils, where they exist and ideally for there to be active participation and representation by Town and Parish Councillors on the steering and working groups. It is recommended that there is at least 1 Town or Parish Councillor represented on the steering group. It is also important for Parish Plan Groups to make contact with elected Members of Cheshire East Council at an early stage in the process, encourage their involvement and seek and use their active support, knowledge and expertise.

### 3.5 Local Area Partnerships (LAPS)

LAPs will actively support the development of Parish Plans as a way of collecting additional knowledge and understanding of local needs and priorities.

Parish or Community-led Plan Groups will be invited to present their completed Parish Plan to the relevant LAP Area Management Group which will formally receive the Plan, once it has been endorsed by the relevant Town or Parish Council. More information on endorsement of Parish Plans is set out in section 10.0.

## **4.0 Main Point of Contact**

There is a main point of contact for the Council whose contact details are set out in Appendix 1 along with other key contacts.

## **5.0 How the Council will communicate**

### 5.1 Response Time

The Council (and partners) will, where possible, acknowledge requests for information, advice and support for Parish Plan related emails, correspondence or telephone calls within 3 working days and provide a full response within 10 working days.

### 5.2 How the Council communicates with Town and Parish Councils

A communications plan to assist the flow of communication between Cheshire East Council and local councils is to be developed and will include greater use of the Council's website. Further information on the progress of the communications plan will be added to this section.

## **6.0 Likely Stages of Involvement of the Council, Partners & Agencies**

### 6.1 Initial Start Up Stage

Officers of the Council and sometimes partner organisations are invited to support Parish Plan Groups by attendance at public meetings, consultation events and launches, by presenting or speaking, providing literature or exhibition material.

## 6.2 Desk Top Review Stage

A table of sources of useful information to provide Parish Plan Groups with an equivalent base line of necessary information is set out in Appendix 2. Base line data may include census and other statistical information on population, demographic changes, households, housing needs; details of planning policies and land use; information on local Council services; maps and plans; aerial and other photographs and exhibition materials.

## 6.3 Questionnaire Stage

The Council and its partners may wish to supply questions to a Parish Plan Group to consider for inclusion in the community questionnaire. The Council or agencies may also wish to supply copies of recently undertaken surveys or consultations to the Parish Plan Group.

## 6.4 Action Planning Stage

As the Community begins to formulate possible actions to resolve issues identified during the consultation period, it is vital that the Council and its partners, in particular the LAPs, become involved in the process. This will ensure that Communities can draw upon their knowledge and expertise. The Council and its partners can share with residents what is practicably possible and also what is not capable of being achieved and the reasons for this. An Action Plan Template is included in Appendix 3.

## 6.5 Draft Plan Stage

The Council and its partners who have been involved in the development of the Plan should have the opportunity to comment on the draft Plan, before it is finalised.

## 6.5 Implementation and Ongoing Review

If “Action Plans” are to be progressed, it is vital that the Council and its partners play their part in assisting with implementation and ongoing review.

# 7.0 **How the Council Will Support Parish Plans**

## 7.1 Development of Parish Plans

- Assisting with a grant of up to £3,000 towards the production of the Plan (administered by Cheshire Community Action);
- Providing information and advice when requested (see section 6.0);
- Attendance at meetings and consultation events;
- Meeting regularly as the Cheshire East Parish Plan Group.

## 7.2 Implementation of Parish Plans

- Publicising the completion of Plans on the Council’s website, in Members Bulletins and other Council generated literature where practical;
- Establishing a lead link officer for completed Plans;
- Sending copies of completed Plans to Heads of Service, relevant officers, elected Members and partners;

- Reporting of completed Plans to Local Area Partnerships;
- Identifying groups/organisations who may be able to help with implementation;
- Taking Parish and Community-led Plans into account when awarding grants.

## **8.0 Community planning and the statutory planning system**

This section intends to assist local communities in understanding the relationship between the various community planning tools and the statutory planning system.

### **8.1 The Local Development Framework**

Local Development Frameworks were introduced by the Planning and Compulsory Purchase Act 2004. The Local Development Framework consists of a portfolio of Local Development Documents, including: Development Plan Documents, which contain the vision, strategy, policies and allocations; and Supplementary Planning Documents, which give more detailed guidance on the implementation of policies.

The Cheshire East Local Development Framework will set out the vision, objectives, spatial strategy and policies for the development of the plan area for the next 15 to 20 years or so. Further information on the Local Development Framework is available at: [www.cheshireeast.gov.uk/ldf](http://www.cheshireeast.gov.uk/ldf)

### **8.2 Timescales for the Local Development Framework**

The Cheshire East Local Development Scheme 2010 -2014<sup>1</sup>, sets out a programme and timetable for the preparation of documents for the Cheshire East Local Development Framework. In order to ensure that we draw up a comprehensive Local Development Framework as quickly as possible, resources have been prioritised to deliver the key Development Plan Documents proposed for the Borough.

### **8.3 Development Plan Documents**

Development Plan Documents set the planning policies for a Local Authority. Cheshire East intends to develop two Development Plan Documents; these are the Core Strategy and the Site Allocations Documents.

### **8.4 Place Shaping Consultation**

As part of the work towards the development of both the Core Strategy and the Site Allocations Documents, Cheshire East is proposing to undertake a place shaping consultation commencing July 2011. The purpose of this consultation is to reflect the principles of localism, by focusing discussions with communities on their neighbourhoods.

These discussions will seek to identify views on the key challenges facing an area. These are likely to include employment, market and affordable housing, community infrastructure, town centres, transport, climate change, built heritage and the natural environment. The consultation will also seek views on development opportunities within an area.

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<sup>1</sup> Cheshire East Council (2010), Local Development Scheme, [www.cheshireeast.gov.uk/pdf/En-LDF-LDS2.pdf](http://www.cheshireeast.gov.uk/pdf/En-LDF-LDS2.pdf)

## 8.5 Supplementary Planning Documents

Supplementary Planning Documents provide further detail on the implementation of policies contained within Development Plan Documents.

The Cheshire East, Local Development Scheme states that Supplementary Planning Documents will be prepared to provide guidance to support the delivery of major development proposals or to provide detailed guidance for an area which is likely to experience significant development.

It is envisaged that Supplementary Planning Documents will provide technical guidance on such matters as the delivery of affordable housing, contributions to amenity infrastructure or guidance on the master planning of major development sites as the design principles of new development.

In future Cheshire East Council will focus resources on preparing guidance to support the delivery of major development proposals. Consequently, support for the preparation of Supplementary Planning Documents for rural communities will only be available where there are specific development proposals.

## 8.6 Status of Parish and Community Plans

Guidance in Planning Policy Statement 12 (PPS12): Local Spatial Planning (June 2008) states that communities should not regard the statutory planning approach as the only option open to them: other forms of community planning may be more appropriate<sup>2</sup>. Cheshire East Council will pay close attention to the contents of non-statutory Parish and Community Plans as part of their community involvement in the production of the Local Development Framework.

Non-statutory Community Plans can inform the production of the Local Development Framework through the provision of evidence on the views and opinions of the local community. They can also assist in the delivery of the Local Development Framework through the provision of useful support or detail for policies.

In addition, Parish Plans can be a material consideration in the determination of planning applications. The weight attached to the plan will vary according to each specific case.

## 8.7 Neighbourhood Planning

The Localism Bill is proposing to introduce the concept of Neighbourhood Planning with the intention of giving neighbourhoods far more ability to determine the shape of the places in which people live.

Further information on the Localism Bill, is available on the Communities and Local Government website: [www.communities.gov.uk/localgovernment/decentralisation/localismbill/](http://www.communities.gov.uk/localgovernment/decentralisation/localismbill/)

A plain English guide on the Localism Bill is available at:  
[www.communities.gov.uk/documents/localgovernment/pdf/1818597.pdf](http://www.communities.gov.uk/documents/localgovernment/pdf/1818597.pdf)

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<sup>2</sup> CLG, (2008), Planning Policy Statement 12: Local Spatial Planning,  
[www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf](http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf)

## 8.8 Keeping Communities Informed

As the implications of the Localism Bill become clear, Cheshire East Council intends to provide further information to ensure communities are aware of changes to community planning tools and the statutory planning system and will update this section accordingly.

Further guidance on developing Community Planning is available on the Cheshire East Council and Cheshire Community Action websites at:

- [www.cheshireeast.gov.uk/community\\_and\\_living/local\\_strategic\\_partnership/jsna/community\\_voice\\_information/town\\_and\\_parish\\_plans.aspx](http://www.cheshireeast.gov.uk/community_and_living/local_strategic_partnership/jsna/community_voice_information/town_and_parish_plans.aspx)
- [www.cheshireaction.org.uk/parish-plans-community-led-plans](http://www.cheshireaction.org.uk/parish-plans-community-led-plans)

## 9.0 **Responsibilities of Parish Plan Groups**

Parish Plan Groups receiving support from the Council and its partners, in developing or implementing Parish Plans undertake that they will:

- Work within the structures and procedures provided for by this Protocol;
- Operate in a fair, open and inclusive way at all times;
- Balance vision and aspiration with likely resources;
- Ensure that the Parish Planning process is apolitical;
- Act as custodians of the process on behalf of their communities;
- Use Cheshire East funding strictly in accordance with any Terms and Conditions of Funding attached to the award;
- Acknowledge any financial and other support provided by Cheshire East Council and other partners in the final Plan (high quality logos available on request).

## 10.0 **Endorsement of the completed Parish Plan**

Completed Parish Plans should be sent to the main point of contact within the Council in both hard copy and electronic format.

Once a completed Parish Plan has been received by the Council, Parish Planning Groups will be invited to present their plans in person to the Cheshire East Parish Plan Group and/or the relevant LAP Area Management Group. Parish Planning Groups do not have to present their plans in person and may opt to allow the Plan to be presented on their behalf.

### 10.1 Endorsement by the Council

The Cheshire East Parish Plan Group will respond to any relevant actions contained within the Plan and pass a copy of the plan, along with their recommendations to the Portfolio Holder for Safer and Stronger Communities for comment and endorsement.

An electronic copy of the Parish Plan will be emailed to all service heads and relevant elected Members and Portfolio Holders within the Council.

## 10.2 Endorsement by the Local Area Partnerships

The relevant LAP Area Management Group will receive the plan and take account of any relevant issues and actions in the LAP Area Plan during its next annual review.

## **11.0 Monitoring & Review**

### 11.1 Review of the Protocol

As stated in section 1.1, this Protocol will be the subject of regular reviews to take account of changes in legislation and policy changes and will be updated accordingly. There will be at least one full review of the protocol each year conducted by the Cheshire East Parish Plan Group.

### 11.2 Monitoring success of plans

The Cheshire East Parish Plan Group will monitor the success, or otherwise, of aims and objectives contained within completed Parish Plans.

**APPENDIX 1****Main Parish Plan Contacts for Cheshire East Council and PACE**

Organisation	Contact Name	Address	Telephone	E-MAIL
PACE & Cheshire East Council Main point of contact	Tina Jones	Westfields Middlewich Road Sandbach CW11 1HZ	01270 685811	<a href="mailto:tina.jones@cheshireeast.gov.uk">tina.jones@cheshireeast.gov.uk</a>
Cheshire Community Action (Parish Plans Development Officer)	TBC	Unit 3, Royal Mews Gadbrook Park Northwich CW9 7UD	01606 359732	<a href="#">TBC</a>
Cheshire East Council Planning		Westfields Middlewich Road Sandbach CW11 1HZ	01270 685893	<a href="mailto:ldfconsultation@cheshireeast.gov.uk">ldfconsultation@cheshireeast.gov.uk</a>
Congleton Local Area Partnership	Alan Lawson	Town Hall Macclesfield SK10 1HR	01625 383843 07776 198973	<a href="mailto:alan.lawson@cheshireeast.gov.uk">alan.lawson@cheshireeast.gov.uk</a>
Crewe Local Area Partnership	Dawn Clark	Westfields Middlewich Road Sandbach CW11 1HZ	01270 686663 07970 533636	<a href="mailto:dawn.clark@cheshireeast.gov.uk">dawn.clark@cheshireeast.gov.uk</a>
Knutsford Local Area Partnership	Richard Christopherson	Town Hall Macclesfield SK10 1HR	01625 383844 07921 872286	<a href="mailto:richard.christopherson@cheshireeast.gov.uk">richard.christopherson@cheshireeast.gov.uk</a>
Macclesfield Local Area Partnership	Fiona Seddon	Town Hall Macclesfield SK10 1HR	01625 686842 07780 652652	<a href="mailto:fiona.seddon@cheshireeast.gov.uk">fiona.seddon@cheshireeast.gov.uk</a>
Nantwich Local Area Partnership	Sharon Angus- Crawshaw	Westfields Middlewich Road Sandbach CW11 1HZ	01270 685793 07980 265604	<a href="mailto:sharon.angus-crawshaw@cheshireeast.gov.uk">sharon.angus-crawshaw@cheshireeast.gov.uk</a>
Poynton Local Area Partnership	Fiona Seddon	Town Hall Macclesfield SK10 1HR	01625 686842 07780 652652	<a href="mailto:fiona.seddon@cheshireeast.gov.uk">fiona.seddon@cheshireeast.gov.uk</a>
Wilmslow Local Area Partnership	Richard Christopherson	Town Hall Macclesfield SK10 1HR	01625 383844 07921 872286	<a href="mailto:richard.christopherson@cheshireeast.gov.uk">richard.christopherson@cheshireeast.gov.uk</a>
Portfolio Holder for Safer and Stronger Communities	TBC	Westfields Middlewich Road Sandbach CW11 1HZ	TBC	TBC

Note: contact details for members of the Cheshire East Parish Plan Group will be added to this table, once the group is established.

## APPENDIX 2

### Parish Plan Sources of Useful Information

Description	Who to contact	Web link
<p><b>Maps and plans</b></p> <ul style="list-style-type: none"> <li>• To show individual properties and community facilities</li> <li>• To highlight designations and constraints such as TPOs, flood risks, wildlife corridors, green belt, allocated sites such as green spaces, cycle networks etc.</li> </ul>	<p>1. Mike Garrity, CEC – info to follow 11.05.11</p> <p>Email Tel:</p>	<p>Cheshire East interactive mapping <a href="http://maps.cheshire.gov.uk/cheshirecc.interactivemapping.web.internet/Default.aspx?region=1#aTabTop5">http://maps.cheshire.gov.uk/cheshirecc.interactivemapping.web.internet/Default.aspx?region=1#aTabTop5</a></p>
<p><b>Historic Designations</b></p> <p>Details of any premises that have been listed as of Historical or Architectural importance or are covered by a conservation area designation, including a plan and details of all resulting restrictions or opportunities. Should also recognise Listed Buildings, Locally Important Buildings, Scheduled Ancient Monuments, Historic Parks and Gardens etc.</p>	<p>1. Mike Garrity, CEC</p> <p>2. English Heritage</p> <p>3. Heritage Gateway</p>	<p><a href="http://www.english-heritage.org.uk/caring/listing/">www.english-heritage.org.uk/caring/listing/</a> <a href="http://www.heritagegateway.org.uk/gateway/">www.heritagegateway.org.uk/gateway/</a></p>
<p><b>Nature Designations</b></p> <p>Details of any areas that have been declared as Special Areas of Conservation, Special Protection Areas, Ramsar Sites, Sites of Special Scientific Interest, Sites of Biological Interest, Regionally Important Geological and Geomorphological Sites, Sites of Special County Value or as Historical Monuments, including a plan and details of what this means for the future of the Parish or area.</p>	<p>1. Mike Garrity, CEC</p> <p>2. Natural England</p>	<p><a href="http://www.naturalengland.org.uk/ourwork/conservation/designatedareas/default.aspx">www.naturalengland.org.uk/ourwork/conservation/designatedareas/default.aspx</a></p>
<p><b>Spatial Planning</b></p> <ul style="list-style-type: none"> <li>• The Local Plans, for each of the three former Boroughs and the Local Plan maps. (It is advisable to familiarise yourselves with these documents prior to commencing the development of a Parish Plan)</li> <li>• Supplementary Planning Documents</li> <li>• Identification of public open space</li> </ul>	<p>1. Spatial Planning, CEC <a href="mailto:ldf@cheshireeast.gov.uk">ldf@cheshireeast.gov.uk</a> Tel: 01270 685 893</p>	<p><a href="http://www.cheshireeast.gov.uk/environment_and_planning/planning/spatial_planning/saved_and_other_policies.aspx">www.cheshireeast.gov.uk/environment_and_planning/planning/spatial_planning/saved_and_other_policies.aspx</a> <a href="http://www.cheshireeast.gov.uk/ldf">www.cheshireeast.gov.uk/ldf</a></p>

<p><b>Planning Applications</b> Current planning applications which affect the parish or area</p>	<p>1. Contact the local council for your area as Town and Parish councils are informed of planning applications within the local area</p>	
<p><b>Housing</b> Information around housing needs and any housing needs surveys</p>	<p>1. Spatial Planning <a href="mailto:ldf@cheshireeast.gov.uk">ldf@cheshireeast.gov.uk</a> Tel: 01270 685 893</p> <p>2. Economic Development <a href="mailto:business@cheshireeast.gov.uk">business@cheshireeast.gov.uk</a></p> <p>3. Housing</p>	<p><a href="http://www.cheshireeast.gov.uk/environment_and_planning/planning/spatial_planning/research_and_evidence.aspx">www.cheshireeast.gov.uk/environment_and_planning/planning/spatial_planning/research_and_evidence.aspx</a></p> <p><a href="http://www.cheshireeast.gov.uk/business/economic_development_services.aspx">www.cheshireeast.gov.uk/business/economic_development_services.aspx</a> <a href="http://www.cheshireeast.gov.uk/housing.aspx">www.cheshireeast.gov.uk/housing.aspx</a></p>
<p><b>Census information</b> Area profiles and Topic summaries generated from the 2001 Census data</p>	<p>1. Research and Intelligence <a href="mailto:randi@cheshireeast.gov.uk">randi@cheshireeast.gov.uk</a> Tel: 01270 371419</p>	<p><a href="http://www.cheshireeast.gov.uk/community_and_living/census/2001_census_and_area_profiles.aspx">http://www.cheshireeast.gov.uk/community_and_living/census/2001_census_and_area_profiles.aspx</a></p>
<p><b>Community Safety Information</b> Data profiles and research regarding local safety information</p>	<p>1. Council Community Safety</p> <p>2. Cheshire Police</p> <p>3. Cheshire Fire and Rescue Service</p>	<p><a href="http://www.cheshireeast.gov.uk/community_and_living/community_safety.aspx">http://www.cheshireeast.gov.uk/community_and_living/community_safety.aspx</a> <a href="http://www.cheshire.police.uk/my-neighbourhood.aspx">http://www.cheshire.police.uk/my-neighbourhood.aspx</a> <a href="http://www.cheshirefire.co.uk/detail.aspx?mid=1057">http://www.cheshirefire.co.uk/detail.aspx?mid=1057</a></p>
<p><b>List of useful internal contacts within the Council</b></p>	<p>1. See appendix 1</p>	
<p><b>List of contact details for relevant elected Members</b></p>	<p>1. Cheshire East Council</p>	<p><a href="http://moderngov.cheshireeast.gov.uk/ec/minutes/mgMemberIndex.aspx?bcr=1">http://moderngov.cheshireeast.gov.uk/ec/minutes/mgMemberIndex.aspx?bcr=1</a></p>
<p><b>List of Local Area Partnership Managers</b></p>	<p>1. See appendix 1</p>	

### APPENDIX 3 Parish and Community Led Planning Action Plan Template

Theme:									
Ref / Action No.	Key Issue	Specific actions to be taken	Project Lead Organisation	Completion and review dates	Measures of Success	Resources			
						Financial	In Kind	Key partners	✓

Theme:									
Ref / Action No.	Key Issue	Specific actions to be taken	Project Lead Organisation	Completion and review dates	Measures of Success	Resources			
						Financial	In Kind	Key partners	✓

Note

Tick if Key Partners have been notified of the actions and have agreed to be a part of the project