

# CHELFORD NEIGHBOURHOOD PLAN

## MINUTES OF MEETING HELD 7<sup>TH</sup> SEPTEMBER, 2017 at 7:00p.m.

at Astle Court Community Room, Elmstead Road, Chelford.

Present: Councillors B. Brindley (Chairman), B. Affleck, A. Boon, K. Chaudhuri, G. Willis.  
Mr. S. Mort, Mr. D. Kent, Mr. R. Massey, Mr. L. Gorman.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. C. Howlett, Mr. P. Skelton, Cllr. D. Wilson.
2. **DECLARATIONS OF INTEREST** - None.
3. **MINUTES** -

The minutes of the last meeting, held 16<sup>th</sup> August, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

- 17/17/NP Decision** a) **That the minutes of the meeting held 16<sup>th</sup> August, 2017 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. K. Chaudhuri      Seconded: Cllr. A. Boon      All in favour**

4. **FINAL ARRANGEMENTS FOR THE DISTRIBUTION AND COLLECTION OF QUESTIONNAIRES** -

The Clerk distributed questionnaires to Steering Group members in accordance with the proposed delivery allocations which had been previously circulated to Members. Arrangements for the delivery and collection of questionnaires were discussed. It was considered that further information was required from Mrs. Hughes to establish when she is able to analyse the questionnaire responses and whether she wishes to receive all questionnaires together or incrementally upon receipt.

- 18/17/NP Decision** a) **That, where possible, questionnaires be delivered to residents by 15<sup>th</sup> September, 2017.**  
b) **That returned questionnaires be brought to the next meeting of the Neighbourhood Plan Steering Group on 5<sup>th</sup> October, 2017.**  
c) **That analysis of the questionnaires be undertaken by Mrs. L. Hughes (Cheshire Community Action).**

5. **REVIEW OF PROJECT PLAN** -

Mr. L. Gorman reported that the preparation of the Neighbourhood Plan was, at present, meeting target dates within the Project Plan. The next stage of the project will involve using the results of the analysis of the preliminary questionnaire to hold a consultation event with residents. It was initially proposed to hold this event in mid-November and it was considered that this was likely to still be a viable target. The event would allow the Steering Group to communicate to residents the main issues that had been identified within the questionnaires around which the Neighbourhood Plan would be developed and how that would be done. There would also be opportunity to recruit further volunteers to assist with the project. Consideration was also given to identifying those issues which, while not appropriate for inclusion in the Neighbourhood Plan, may be matters which the Parish Council can consider separately. Consideration was given to the use of articles in the Knutsford Guardian to raise awareness of the Neighbourhood Plan process, however, it was considered that this may be of greater benefit at a later date.

6. **RECOMMENDATIONS TO PARISH COUNCIL** -

- 19/17/NP Decision** a) **That a consultation event be held in mid-November to communication progress with the development of the Neighbourhood Plan to residents.**

7. **MEETING ACTIONS** -

The following actions were agreed.

- 20/17/NP Decision** a) **That members of the Steering Group will endeavour to deliver all questionnaires by Friday 15<sup>th</sup> September, 2017.**  
b) **That Mr. D. Kent liaise with Chelford Surgery regarding the collection of questionnaires.**  
c) **That Cllr. A. Boon liaise with the Newsagents regarding the collection of questionnaires.**  
d) **That members of the Steering Group bring returned questionnaires to the Steering Group meeting to be held on Thursday 5<sup>th</sup> October, 2017.**  
e) **That Cllr. B. Brindley liaise with Mrs. L. Hughes to establish when she is able to analyse the questionnaire responses and whether she wishes to receive all**

**CHELFORD NEIGHBOURHOOD PLAN**

questionnaires together or incrementally upon receipt.

- f) That Cllr. B. Brindley ask Mrs. L. Hughes to provide example questionnaire analysis reports to provide a guide as to the type of information that will be available for the consultation event.
- g) That Cllr. B. Brindley ask Mrs. L. Hughes to provide examples of cases where Neighbourhood Plans have been used to guide development.
- h) That the Clerk make a booking for use of Chelford Parish Hall for the consultation event (provisionally 14<sup>th</sup> November, 2017).

**8. CALENDAR OF MEETINGS -**

Members considered the existing calendar of meetings and noted that there was a member of the group to whom the dates were not convenient. It was the consensus of the group that the proposed dates were the most favourable to the majority of the group.

- 21/17/NP Decision**
- a) That the calendar of meetings be confirmed.
  - b) That the dates of the next meetings are:
    - Thursday 5<sup>th</sup> October, 2017
    - Thursday 2<sup>nd</sup> November, 2017
    - Thursday 7<sup>th</sup> December, 2017

The meeting was closed by the Chairman at 8:30p.m.

Signed: ..... Approval Date: 5<sup>th</sup> October, 2017