

CHELFORD NEIGHBOURHOOD PLAN

NOTES FROM MEETING HELD 27TH APRIL, 2017

Present: Councillors D. Wilson, A. Boon, B. Brindley, K. Chaudhuri.
Mr. S. Mort, Mr. P. Skelton, Mr. L. Gorman, Mr. R. Massey.
Mrs. L. Hughes - Community Led Planning Officer, Cheshire Community Action.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. D. Kent, Mr. M. Jehan.

2. **DECLARATIONS OF INTEREST** - None.

3. **PARISH COUNCIL COMMITMENT** -

Councillor D. Wilson noted that the Parish Council had confirmed a commitment to proceed with the production of a Neighbourhood Plan for Chelford.

4. **QUICK REVIEW OF LAST MEETING** -

Councillor D. Wilson reported that Mr. Tom Evans (Neighbourhood Planning Manager, Cheshire East Council) had attended the last meeting to hold preliminary discussions about proceeding with the production of a Neighbourhood Plan. Mrs. Lucy Hughes was welcomed to the meeting and thanked for agreeing to attend the meeting. Councillor D. Wilson stated that Item 5 of the Agenda (Constitution of the Steering Group) was to be deferred to a future meeting as this matter had not yet been considered by the Parish Council.

5. **DISCUSSION WITH LUCY HUGHES, CHESHIRE COMMUNITY ACTION** -

i) **Organisational structure representing the community** -

- Mrs. L. Hughes noted that those present at the meeting represented a good mix of residents and that it was very positive that there were several younger members of the group.
- The size of the group can vary, however, approximately 8 members is a good number.
- Usually it is difficult to engage with younger residents, therefore, it may be beneficial to use the school as a means of accessing the views of parents and young people.
- It is likely to be necessary to invite several more residents to volunteer to assist with specific tasks during the completion of the Neighbourhood Plan.

ii) **Funding sources & timing** -

- There is a grant of £9,000 available from central government (through 'Locality') which can be accessed in respect of periods of six months, however, claims cannot be made retrospectively. (This process is relatively rapid.)
- Most other parishes obtain additional funds required through the precept.
- Cheshire East Council is able to offer officer support, however, does not now offer funding.
- Cheshire Community Action is able to offer support (this is charged).
- It is possible for a Neighbourhood Plan to be produced within 18 months, however, this is highly dependent on the group, the issues included and the evidence required.
- It is possible to obtain some evidence from developers who have submitted recent planning applications, however, this information should be used with caution.

iii) **How to start - practical suggestions for engaging with the community** -

- It is important to tell residents the purpose of the plan and to make it clear that the Neighbourhood Plan is not the same as a Parish Plan (e.g. litter, speed limits etc. are not usually relevant).
- The policies within the Neighbourhood Plan must 'shape development' by setting out and justifying the preferred features of future development.
- Cheshire East Council is able to provide a housing advice note for parishes to give an indication of the amount of development expected within the parish.
- The first questionnaire to residents is usually very basic and is used to identify the key issues for inclusion within the Neighbourhood Plan.
- It has been observed that hand delivery of questionnaires can lead to an increased response rate.

iv) **Compiling & analysing evidence** -

- It is recommended that policies are kept to a minimum and to avoid duplicating issues that are dealt with by other responsible bodies.
- Cheshire Community Action can offer support in phrasing policies into appropriate planning terms once the objectives and evidence have been established.
- It can be helpful to look at other Neighbourhood Plans for ideas of how to address particular issues or to give examples of types of evidence used.
- It is possible to designate open space through a Neighbourhood Plan.

CHELFORD NEIGHBOURHOOD PLAN

- The specificity of the proposed policy will determine the amount and type of evidence required.
- v) **Using commercial consultants when and how** -
 - Support from consultants can be used at any time.
 - Use should be considered carefully as this can be expensive.
 - Usually commercial consultants are used to provide specific evidence to justify proposed policies.
- vi) **Cheshire Community Action areas of expertise** -
 - Cheshire Community Action can offer support following the draft Neighbourhood Plan consultation when it is likely that developers will submit objections to the content.
 - Cheshire Community Action can assist with the production of the statement setting out how the Neighbourhood Plan conforms with national and EU planning policies and law.
 - Many services can be offered and these are charged at £350 per day (10% discount for Cheshire Community Action members).
- vii) **Any other issues/topics** -
 - Need to be aware of the possibility that Cheshire East Council may amend the Green Belt boundaries.
 - Need to develop a project plan in order that the direction of the project is clear to all involved.
 - Need to develop the initial questionnaire in order to get engagement with the community started.

6. CONSTITUTION OF STEERING GROUP -

This item was deferred to a future meeting.

7. NEXT STEPS - (As recorded by Councillor D. Wilson)

- At the Council meeting on May 11th, the Parish Council to examine the Steering Group Terms of Reference and to incorporate amendments where appropriate to ensure compliance with regulations. At the same meeting, the Parish Council to consider and agree procedures for managing the income and expenditure of the Steering Group and to incorporate such procedures in the Terms of Reference. Also, to seek approval by the Parish Council to submit a proposed bid of £9,000 to support the Steering Group's activities in the planning process.
- Dave Wilson to circulate documentation received from Lucy Hughes.
- Steve Mort and Lee Gorman to scrutinise the draft project plan provided by Lucy and to customise for consideration, including where appropriate, spending estimates. To circulate for consideration and approval.
- Dave Wilson to liaise with Lucy Hughes in designing the bid for £9,000 government grant, to circulate for consideration and approval and submit. Others welcome to help.
- Dave Wilson to liaise with Lucy Hughes regarding the design of an initial questionnaire and to circulate a draft in due course. Others welcome to help.
- Dave Wilson to meet with the village website manager with a view to setting up a Neighbourhood Planning Portal on the village website.
- The Parish Council to raise further awareness of the Neighbourhood Plan at the Annual Parish Meeting and to seek additional volunteer help.
- A further meeting to be arranged towards the end of May after the Parish Council Meeting and the Annual Parish Meeting.