

**CHELFORD NEIGHBOURHOOD PLAN**  
**MINUTES OF STEERING GROUP MEETING HELD**  
**25<sup>TH</sup> SEPTEMBER, 2018 at 7:15p.m.**  
**at Chelford Parish Hall, Knutsford Road, Chelford.**

Present: Councillors B. Brindley (Chairman), G. Willis, D. Wilson.  
Mr. C. Howlett, Mr. P. Skelton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Cllr. L. Hunt, Mr. G. Fryman, Mr. R. Massey, Mr. S. Mort.
2. **DECLARATIONS OF INTEREST** - None.
3. **MINUTES** -

The minutes of the last meeting, held 6<sup>th</sup> September, 2018, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

**25/18/NP Decision a) That the minutes of the meeting held 6<sup>th</sup> September, 2018 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. D. Wilson**

**Seconded: Cllr. G. Willis**

**All in favour**

4. **FEEDBACK FROM MEETING WITH CHESHIRE COMMUNITY ACTION IN RESPECT OF COMMENTS MADE BY CHESHIRE EAST COUNCIL ON DRAFT NEIGHBOURHOOD PLAN DOCUMENT** -

Cllr. D. Wilson reported that a meeting was held with Mrs. Lucy Hughes (Cheshire Community Action) to review the comments made by Cheshire East Council in respect of the draft Neighbourhood Plan document. Many of the comments were accepted and the recommended changes made to the document.

Suggested recommendations relating to identifying the business centre of the Parish, tourism, renewable energy and harmful agricultural practices were discussed and relevant amendments agreed.

5. **DRAFT NEIGHBOURHOOD PLAN DOCUMENT AND FINAL AMENDMENTS** -

Cllr. D. Wilson reported that he had reviewed the latest draft of the Neighbourhood Plan document and had identified a number of required amendments. These were discussed by the Steering Group. It was considered that, following completion of the identified amendments the Steering Group should be given a further opportunity to review the Neighbourhood Plan document to identify any final errors.

6. **REVIEW OF NEIGHBOURHOOD PLAN DOCUMENT BY CHESHIRE WILDLIFE TRUST** -

The Clerk advised that part of the agreed support package included a review of the Neighbourhood Plan policies relating to the Wildlife and Habitat Survey. Members agreed that this review should be ordered following completion of the amendments agreed at Item 5.

7. **TIMING AND ACTIONS REQUIRED TO COMPLETE STRATEGIC ENVIRONMENTAL ASSESSMENT** -

Cllr. D. Wilson reported that he planned to submit the Neighbourhood Plan document for the Strategic Environmental Assessment on Monday 1<sup>st</sup> October, 2018.

8. **TIMING AND ACTIONS REQUIRED TO COMPLETE THE REGULATION 14 CONSULTATION** -

Cllr. D. Wilson reported that he planned to notify Cheshire East Council that the Regulation 14 Consultation on the Neighbourhood Plan document will commence on 23<sup>rd</sup> October, 2018.

9. **ARRANGEMENTS FOR PUBLIC CONSULTATION EVENTS** -

Cllr. D. Wilson reported that it may be helpful to hold the consultation event at the start of the Regulation 14 consultation period. Two events should be held (daytime and evening) to maximise attendance by residents. A flyer can be produced to advertise the events to residents. Copies of the Neighbourhood Plan document together with evidence reports should be made available at the consultation events. Posters can be printed summarising the policies contained within the Neighbourhood Plan document.

10. **TO REVIEW PROJECT PLAN** -

Cllr. D. Wilson reported that the project was currently running approximately one month behind schedule, however, good progress was being made to finalise the Neighbourhood Plan document. The Project Plan can be updated once the start date for the Regulation 14 consultation is known.

11. **RECOMMENDATIONS TO PARISH COUNCIL** -

The following recommendations were agreed.

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- 26/18/NP Decision
- a) That proposed modifications to the draft Neighbourhood Plan document be accepted having regard to the advice received from Cheshire Community Action.
  - b) That the Strategic Environmental Assessment be requested on 1<sup>st</sup> October, 2018.
  - c) That the Regulation 14 Consultation commence on 23<sup>rd</sup> October, 2018 (subject to agreement by Cheshire East Council).
  - d) That two consultation events be held on 23<sup>rd</sup> October, 2018.
  - e) That Neighbourhood Plan documents, evidence reports, posters and flyers be printed by Eduprint to support the above consultation events.

### 12. MEETING ACTIONS -

The following actions were agreed.

- 27/18/NP Decision
- a) That Mr. C. Howlett make amendments to the Neighbourhood Plan document in light of the meeting with Lucy Hughes (Cheshire Community Action) and following a review of the document by Steering Group members.
  - b) That Cllr. D. Wilson circulate the final draft of the Neighbourhood Plan document to all Members of the Steering Group for comment.
  - c) That Cllr. D. Wilson request the Strategic Environmental Assessment on 1<sup>st</sup> October, 2018.
  - d) That Cllr. D. Wilson seek confirmation from Cheshire East Council that the Regulation 14 consultation can commence on 23<sup>rd</sup> October, 2018.
  - e) That the Clerk distribute notification of the Regulation 14 Consultation to the relevant bodies on the approved date.
  - f) That the Clerk act as the point of contact for Regulation 14 Consultation responses and queries.
  - g) That Cllr. D. Wilson arrange for the Neighbourhood Plan document, evidence reports, posters and flyers to be printed for the consultation events.
  - h) That Clerk ask Mr. S. Mort to update the Project Plan.
  - i) That the Clerk arrange venues for the next Steering Group meeting and the Consultation Events.

### 13. DATE OF FUTURE MEETING -

Members confirmed the date of the next Steering Group meeting as: Tuesday 16<sup>th</sup> October, 2018 at 7:15p.m.

The meeting was closed by the Chairman at 9:20p.m.

Signed: ..... Approval Date: 16<sup>th</sup> October, 2018