

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF MEETING HELD 5TH OCTOBER, 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, D. Wilson.
Mr. D. Kent, Mr. R. Massey, Mr. S. Mort.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

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

The minutes of the last meeting, held 7th September, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

- 22/17/NP **Decision** a) **That the minutes of the meeting held 7th September, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed: Cllr. K. Chaudhuri Seconded: Cllr. B. Affleck All in favour

4. **TO RECEIVE AND COLLATE RETURNED QUESTIONNAIRES** -

Returned questionnaires were collected from Steering Group members. Members discussed whether there were further questionnaires to be collected and when completed questionnaires should be made available to Lucy Hughes of Cheshire Community Action for analysis. It was agreed that this should be done as soon as possible. A final deadline (12/10/17) for submissions should be displayed on the Chelford Village website. It was considered that analysis of the questionnaires should be undertaken by Lucy Hughes so that the Steering Group can be clear which issues identified within the responses can be taken forward for inclusion within the Neighbourhood Plan. Responses not considered directly relevant to the preparation of the Neighbourhood Plan should be brought to the attention of the Parish Council for consideration.

It was reported that the original quotation that had been obtained from Lucy Hughes did not include inputting the questionnaire responses into an electronic database or the analysis of business questionnaires. Members were of the opinion that this work should be undertaken by Lucy Hughes. It was anticipated that there would be an additional cost of £200 per day for this work. It was not presently known how long the data input would take. It is likely, due to the availability of Lucy Hughes that the next meeting of the Steering Group will need to be rearranged.

Cllr. D. Wilson reported that he had approached Chelford Primary School, Chelford Scouts and Chelford Brownies and had received responses from these groups. Cllr. D. Wilson advised that he would analyse these responses. A short discussion ensued regarding whether other community groups should be consulted at this stage. It was considered that many adult attendees to these groups would already have been consulted through the resident questionnaires.

5. **ARRANGEMENTS FOR CONSULTATION EVENT** -

It was reported that the use of Chelford Parish Hall had been booked for the evening of Thursday 16th November, 2017. A community group had kindly agreed to cancel their use of the Hall for the benefit of the community.

Cllr. D. Wilson reported that he was aware that several other Parishes had held their consultation events at weekends and expressed concern that the chosen date may not be suitable. Concern was also expressed regarding the proposed format of the event which was to include a presentation. Members discussed the proposed date and format of the consultation event and concluded that the consultation event would proceed as previously agreed. The event would consist of a short introductory presentation followed by discussion opportunities focussed on the key issues which are to be included within the Neighbourhood Plan. It was suggested that, in order to maximise the number of residents who are able to engage with the process at this stage, a second drop-in style event is held at Astle Court Community Room on Saturday 18th November, 2017.

The consultation events will be advertised by a leaflet drop to each property within the Parish. Cllr. D. Wilson offered to design the flyer and obtain an estimate for printing.

6. **REVIEW OF PROJECT PLAN & ASSOCIATED FUNDING IMPLICATIONS** -

Mr. S. Mort reported that he and Mr. L. Gorman had reviewed the project plan and that activities are progressing well. It was reported that the current funding period will end on 31st December, 2017 following which a second funding application can be submitted. This second period will end on 31st March, 2018 due to a change in the funding scheme being implemented from 1st April, 2018.

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7. RECOMMENDATIONS TO PARISH COUNCIL -

- 23/17/NP Decision**
- a) That Mrs. Lucy Hughes of Cheshire Community Action be asked to arrange for the questionnaire responses to be entered into an electronic database.
 - b) That Mrs. Lucy Hughes be asked to undertake the analysis of the business questionnaires.
 - c) That a second consultation event be arranged for Saturday 18th November, 2017 at Astle Court Community Room (subject to venue availability).

8. MEETING ACTIONS -

The following actions were agreed.

- 24/17/NP Decision**
- a) That the Clerk collate and count the questionnaire responses and provide this information to Cllr. B. Brindley.
 - b) That Cllr. B. Brindley ask Mrs. Lucy Hughes for an estimate to enter the questionnaire responses into an electronic database and to analyse the business questionnaires.
 - c) That Cllr. B. Brindley establish when the questionnaire analysis will be complete and a suitable date for Mrs. Lucy Hughes to meet with the Steering Group to provide feedback.
 - d) That Cllr. D. Wilson put an article on the Chelford Village website asking that any outstanding completed questionnaires be submitted by 12th October, 2017.
 - e) That the Clerk book a venue for the feedback meeting with Mrs. Lucy Hughes.
 - f) That Cllr. D. Wilson analyse the responses from Chelford Primary School, Chelford Scouts and Chelford Brownies.
 - g) That the Clerk book Astle Court Community Room for the second consultation event. (Provisionally to be held 18th November, 2017)
 - h) That Cllr. K. Chaudhuri approach Chelford Primary School to establish whether they have display boards that they would be willing to lend to Chelford Parish Council for the consultation events.
 - i) That Cllr. D. Wilson design an invitation flyer for the consultation events.
 - j) That Cllr. D. Wilson obtain an estimate for the printing of the consultation event invitation flyers.
 - k) That Cllr. D. Wilson source flip chart facilities for the consultation events.
 - l) That Mr. D. Kent arrange for refreshments at the consultation events.

9. CALENDAR OF MEETINGS -

Members considered the existing calendar of meetings. Cllr. D. Wilson requested that meetings were changed to accommodate one member of the Steering Group who is unable to attend on first Thursdays of the month. It was noted that there is unlikely to be any date that is suitable for everyone, however, due to the unavailability of Mrs. Lucy Hughes on 2nd November, 2017 this meeting would need to be rearranged to an alternative date.

- 25/17/NP Decision**
- a) That all existing meeting dates be cancelled.
 - b) That the Clerk advised Steering Group members when an alternative meeting date for the November meeting has been confirmed.
 - c) That, subject to venue availability, the December meeting be rescheduled for Monday 4th December, 2017.

The meeting was closed by the Chairman at 8:40p.m.

Signed:

Approval Date: