

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF STEERING GROUP MEETING HELD 12TH JUNE, 2018 at 7:00p.m. at Chelford Parish Hall, Knutsford Road, Chelford.

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

1. **APOLOGIES FOR ABSENCE** - Cllr. A. Boon, Cllr. B. Affleck.

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

3. **MINUTES** -

The minutes of the last meeting, held 2nd May, 2018, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

14/18/NP Decision a) That the minutes of the meeting held 2nd May, 2018 be confirmed as a correct record and signed by the Chairman.

Proposed: Cllr. D. Wilson

Seconded: Mr. C. Howlett

All in favour

4. **LETTER FROM DAVID WILSON HOMES IN RESPECT OF CONSULTATION MATERIAL** -

Members noted the content of the letter received from David Wilson Homes which appeared to broadly support the current themes being explored by the Neighbourhood Plan Steering Group. Cllr. D. Wilson advised that he had acknowledged receipt of the communication.

5. **CHARACTER ASSESSMENT** -

Mr. C. Howlett reported that the draft document had been prepared and had been reviewed by Cheshire Community Action. It was considered that the document was complete save for a few minor amendments. Thanks were expressed to Cllr. G. Willis who had provided a number of images for inclusion within the document.

6. **WILDLIFE & HABITAT SURVEY** -

The Clerk reported that the draft Habitat Distinctiveness Map had been previously circulated to all Members together with a request for comments. It was suggested that Cheshire Wildlife Trust should be directed to the recent large planning applications to which reports were available relating to ecology, biodiversity and wildlife.

7. **DRAFT POLICY STRUCTURE FOR THE NEIGHBOURHOOD PLAN** -

Members discussed how to approach writing the policies. It was considered that the presentation format used by many other parishes would appear to be the most appropriate. This also reflects the way in which Cheshire East Council structure their Local Plan documents. Each of the identified policy areas needs to be reviewed and divided into specific objectives around which the policies can be developed. It was discussed that previously collected information and evidence needs to be collated to support the policy writing process.

8. **PROCESS FOR DRAFTING NEIGHBOURHOOD PLAN POLICIES**

Members discussed possible options relating to the preparation of the Neighbourhood Plan Policies. Advice had been received from Cheshire Community Action that to create working groups for this purpose may not be appropriate. It was considered that the approach adopted for the preparation of the Character Assessment could be used. Cllr. G. Willis offered to lead work on the first policy area to be addressed. A review of the process will take place at the next meeting.

9. **TO REVIEW PROJECT PLAN** -

Mr. S. Mort reported that the Project Plan had been updated to reflect comments made by Steering Group members. It was necessary to determine a target date for the completion of the first draft in order to update the timeline of the project. It was hoped that the draft Neighbourhood Plan would be complete by the beginning of September, 2018.

10. **REVIEW OF STEERING GROUP MEMBERSHIP** -

The Chairman reported that there was presently a vacancy on the Steering Group. A member advised that he was aware of a resident who may be interested in joining the Steering Group.

11. **RECOMMENDATIONS TO PARISH COUNCIL** - None.

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12. MEETING ACTIONS -

The following actions were agreed.

- 15/18/NP Decision
- a) That Mr. C. Howlett complete the final amendments to the Character Assessment and make the final draft of the document available to Members.
 - b) That the Clerk arrange a facility for the sharing of documents between Steering Group Members.
 - c) That the Clerk notify Cheshire Wildlife Trust of recent larger planning applications which may have associated reports relevant to the Wildlife and Habitat Survey.
 - d) That Cllr. G. Willis lead a working group to develop policies relating to housing.
 - e) That Mr. S. Mort invite the interested resident to join the Steering Group.
 - f) That the Clerk arrange a venue for the next Steering Group meeting.

13. DATE OF FUTURE MEETING -

Members confirmed the date of the next Steering Group meeting as: Tuesday 26th June, 2018 at 7:00p.m.

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

Signed: Approval Date: 26th June, 2018