

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF STEERING GROUP MEETING HELD 2ND MAY, 2018 at 7:00p.m. at Astle Court Community Room, Elmstead Road, Chelford.

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

1. **APOLOGIES FOR ABSENCE** - Cllr. A. Boon, Mr. D. Kent, Mr. S. Mort.

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

3. **MINUTES** -

The minutes of the last meeting, held 4th April, 2018, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

12/18/NP Decision a) That the minutes of the meeting held 4th April, 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 CONSULTATION EVENTS** -

Members considered that the consultation events had been well attended and that the feedback comments received had been positive in respect of the present direction of the Neighbourhood Plan policy areas. There had been several comments received about the provision of social housing within the Parish along with the retention and further development of community facilities.

5. **LANDSCAPE & CHARACTER ASSESSMENT** -

Mr. C. Howlett reported that good progress was still being made with the Landscape & Character Assessment. Cllr. G. Willis had taken a number of photographs around the Parish to illustrate the character features that will be identified within the report which include architectural features, colour palates and environment settings. It is anticipated that the writing of the document can commence in the near future and interested Members were invited to attend a working group to initiate the writing stage.

6. **WILDLIFE & HABITAT SURVEY** -

The Clerk reported that work was in progress and the initial mapping exercise should be complete by next week.

7. **PREPARATION OF THE DRAFT NEIGHBOURHOOD PLAN** -

Members discussed how to approach writing the draft Neighbourhood Plan to ensure that a concise, eloquent document could be achieved. It was noted that the wording of the policies would be supported by Cheshire Community Action, therefore particular focus should be directed to drafting the context and justification of each of the policy areas. It was considered that a content listing should be drafted to guide the next stages of writing.

8. **TO REVIEW PROJECT PLAN** -

It was reported that the project was currently on target, however, there is a significant amount of work timetabled to be undertaken during the next two months which may impact on future project plan target dates.

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

10. **MEETING ACTIONS** -

The following actions were agreed.

13/18/NP Decision a) That Mr. C. Howlett arrange a working group meeting to initiate the writing of the Landscape & Character Assessment.

b) That Cllr. D. Wilson draft a list of contents for the Neighbourhood Plan document.

c) That the Clerk ask Mr. S. Mort for a copy of the updated project plan.

d) That Cllr. D. Wilson contact Mrs. L. Hughes (Cheshire Community Action) regarding arrangements for drafting policies for inclusion in the Neighbourhood Plan.

e) That the Clerk arrange a venue for the next Steering Group meeting.

11. **DATE OF FUTURE MEETING** -

Members confirmed the date of the next Steering Group meeting as: Tuesday 12th June, 2018 at 7:00p.m.

The meeting was closed by the Chairman at 8:10p.m.

Signed:

Approval Date: 12th June, 2018