

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF STEERING GROUP MEETING HELD 4TH DECEMBER, 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. C. Howlett, Mr. D. Kent, Mr. R. Massey, Mr. P. Skelton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. S. Mort.

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

3. **MINUTES** -

The minutes of the last meeting, held 14th November, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

31/17/NP Decision a) That the minutes of the meeting held 14th November, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed: Cllr. D. Wilson

Seconded: Mr. R. Massey

All in favour

4. **FEEDBACK RECEIVED AT PUBLIC CONSULTATION EVENTS** -

Analysis of the feedback comments received at the two public consultation events had been analysed and circulated to Members of the Steering Group prior to the meeting. It was noted that the events had been well attended and that the feedback received was consistent with the questionnaire responses. The events had resulted in two more volunteers coming forward to assist with activities.

5. **TO REVIEW AND CONFIRM VISION, OBJECTIVES AND PROPOSED POLICY AREAS** -

Members considered the Vision and Objectives that had been drafted prior to the consultation events and confirmed that these were still relevant and represented the overall view of residents.

It was suggested that there are potentially six main headings under which policy areas can be developed, however, it would be necessary to ensure that these are pursued from a planning perspective and to recognise the limits of planning policy in relation to these matters:

1. Location (Including issues relating to Green Belt and Natural Environment.)
2. Housing (Including issues relating to number, type, tenure.)
3. Infrastructure (Including issues relating to shops, green space, roads, rail, broadband.)
4. Traffic
5. Business (Including opportunities for young people.)
6. Community

6. **SCOPE AND CONTENT OF DETAILED QUESTIONNAIRE** -

Members discussed possible ways to engage with residents to gain further information to support the development of the Neighbourhood Plan. It was considered that there may be opportunity to use focus groups, in the future, to discuss issues further with groups of residents, however, the distribution of a second questionnaire to all residents would provide an opportunity for the whole community to engage with the process. Questions should be carefully devised to explore the proposed policy areas in order that the key points can be identified for inclusion within the Neighbourhood Plan. Members discussed the additional evidence that may be required to support the proposed policy areas e.g. Natural Environment Survey and Housing Needs Survey.

7. **REVIEW OF PROJECT PLAN AND CONFIRMATION OF NEXT ACTIVITIES** -

It was reported that the project remains on target and that to maintain current progress the questionnaire should be finalised by the end of January, 2018.

8. **FUNDING REQUIREMENTS FOR PERIOD JANUARY TO MARCH 2018** -

The Clerk reported that the current funding period ends on 31st December, 2017, therefore, it will be necessary to submit a further grant application to cover activities for the period 1st January, 2018 to 31st March, 2018.

Members considered that the grant application should include a sum for questionnaire printing, room hire, consultant services and provision of a natural environment study report. Consideration was given to the commissioning of a Housing Needs Survey, however, further advice was required to establish the need for such a document.

9. **RECOMMENDATIONS TO PARISH COUNCIL** -

32/17/NP Decision a) That a second questionnaire be prepared and distributed to residents in January/February 2018.

CHELFORD NEIGHBOURHOOD PLAN

- b) That a second grant application be submitted for the period 1st January, 2018 - 31st March, 2018.
- c) That a Natural Environment report be prepared by Cheshire Wildlife Trust as evidence to support the Neighbourhood Plan.

10. MEETING ACTIONS -

The following actions were agreed.

- 33/17/NP Decision
- a) That Cllr. D. Wilson and Mr. C. Howlett lead the preparation of the second questionnaire with a view to a draft questionnaire being considered at the next Neighbourhood Plan Steering Group meeting.
 - b) That the Clerk prepare a second grant application in respect of the period 1st January, 2018 to 31st March, 2018.
 - c) That Cllr. D. Wilson seek further information from Mrs. L. Hughes (Cheshire Community Action) in respect of the value of commissioning a Housing Needs Survey.
 - d) That Cllr. D. Wilson ask Mrs. L. Hughes whether there are any specific items of expenditure that should be included within the next grant application.
 - e) That the Clerk arrange a venue booking for the next meeting of the Neighbourhood Plan Steering Group.

11. CALENDAR OF MEETINGS -

Members confirmed the date of the next Steering Group meeting as: Thursday 18th January, 2018.

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

Signed: Approval Date: 18th January, 2018