

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF STEERING GROUP MEETING HELD 14TH MARCH, 2018 at 7:30p.m. at Astle Court Community Room, Elmstead Road, Chelford.

Present: Councillors B. Brindley (Chairman), B. Affleck, A. Boon, G. Willis, D. Wilson.
Mr. C. Howlett, Mr. D. Kent, Mr. R. Massey, Mr. S. Mort, Mr. P. Skelton.
Mrs. L. Hughes - Cheshire Community Action.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - None.

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

3. **MINUTES** -

The minutes of the last meeting, held 8th February, 2018, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

06/18/NP Decision a) That the minutes of the meeting held 8th February, 2018 be confirmed as a correct record and signed by the Chairman.

Proposed: Cllr. A. Boon

Seconded: Cllr. B. Affleck

All in favour

4. **TO RECEIVE AND CONSIDER ANALYSIS REPORT IN RESPECT OF SECOND QUESTIONNAIRE RESPONSES** -

The analysis report in respect of the second questionnaire had been previously circulated to all Members. It was noted that the response rate was in the region of 40% which was considered good. The report identified that the response was skewed heavily towards older residents and it was considered that it may be helpful to hold an event to encourage engagement with younger residents.

Members discussed that the comments received should be grouped into categories relevant to the proposed policy areas. Comments relating to issues outside the scope of the Neighbourhood Plan should be acknowledged within the document and forwarded to the Parish Council for further attention.

It appeared, from questionnaire responses, that the provision of affordable housing within the Parish was a priority, therefore, careful consideration needs to be given to the construction of policies which promote this whilst also balancing the importance of protecting the Green Belt.

5. **FUTURE CONSULTATION EVENTS** -

Members considered the timing and purpose of consultation events. An event aimed at engaging with younger residents was proposed for mid-April. Two broader consultation events, similar to those undertaken in November, 2017, would take place at the end of April, 2018. An informal meeting would take place in the coming weeks to consider the content of the display posters for the consultation events.

Informal meeting - Wednesday 28th March, 2018 (7:00p.m.) - Astle Court Community Room.

Young persons event - Saturday 14th April, 2018 (2:00p.m. - 4:00p.m.) - Astle Court Community Room.

Consultation event - Thursday 26th April, 2018 (6:00p.m. - 9:00p.m.) - Chelford Parish Hall.

Consultation event - Saturday 28th April, 2018 (2:00p.m. - 4:00p.m.) - Astle Court Community Room.

6. **LANDSCAPE & CHARACTER ASSESSMENT** -

Mr. C. Howlett reported that work had commenced on the Landscape & Character Assessment. Initial mapping work had identified two village centres along with several specific character areas e.g. Robin Lane, Station Road, Peover Lane, etc. Photographic evidence is required to support the mapping work. There are also several sources of information which will be helpful in developing the narrative to the report.

[Item 9 was brought forward to this point in the meeting following which, at 9:10p.m. Mr. C. Howlett excused himself from the meeting and left.]

7. **TO REVIEW PROJECT PLAN** -

Mrs. L. Hughes advised that she had prepared a revised project plan for the remainder of the project.

8. **FUNDING REQUIREMENT FOR PERIOD APRIL - SEPTEMBER 2018** -

The Clerk advised that a further funding application would be required for the period April, 2018 to September, 2018. A quotation had been received for support from Cheshire Community Action. The Wildlife & Habitat Survey was to be undertaken in April/May 2018. Further funds would be required to support the consultation events.

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9. NEIGHBOURHOOD PLAN DOCUMENT PREPARATION -

Mr. C. Howlett reported that he and Cllr. D. Wilson had been working on the introductory section of the Neighbourhood Plan. An introduction to the Neighbourhood Plan, a history of the Parish and up-to-date description of the Parish had been prepared and would be circulated to Members for comment.

Preparation of other sections of the Neighbourhood Plan would be considered at a future meeting.

10. REVIEW OF STEERING GROUP MEMBERSHIP -

Cllr. B. Brindley reported that two residents had expressed an interest to become involved with the Neighbourhood Plan process. At present there was one vacancy on the Steering Group and it was considered to be an opportune time for existing Members to review their membership.

11. RECOMMENDATIONS TO PARISH COUNCIL -

- 07/18/NP Decision**
- a) **That consultation events be held in April, 2018 to share the questionnaire feedback with residents.**
 - b) **That the quotation received from Cheshire Community Action relating to consultant support for the Neighbourhood Plan, for the period April to September, 2018, be accepted.**

12. MEETING ACTIONS -

The following actions were agreed.

- 08/18/NP Decision**
- a) **That Cllr. D. Wilson request information from Jones Homes regarding the mix and number of affordable homes within the Cricketers Green development.**
 - b) **That Cllr. D. Wilson request information from Cheshire Homechoice regarding demand for affordable homes within Chelford Parish.**
 - c) **That the Clerk make a booking for the use of Chelford Parish Hall on Thursday 26th April, 2018.**
 - d) **That Mr. D. Kent make bookings for the use of Astle Court Community Room on Wednesday 28th March, 2018, Wednesday 4th April, 2018, Saturday 14th April, 2018 and Saturday 28th April, 2018.**
 - e) **That Mr. C. Howlett continue to lead the production of the Landscape & Character Assessment.**
 - f) **That Cllr. D. Wilson circulate the introductory sections of the Neighbourhood Plan to Steering Group members for consideration.**
 - g) **That Cllr. D. Wilson provide a copy of the revised project plan to Mr. L. Gorman for amendments to be made to the existing project plan.**
 - h) **That the Clerk arrange for a funding application to be submitted for the period April 2018 - September, 2018.**
 - i) **That, subject to a further vacancy becoming available, the Clerk contact the potential new Members to invite them to join the Neighbourhood Plan Steering Group.**

13. DATE OF FUTURE MEETING -

Members confirmed the date of the next Steering Group meeting as: Wednesday 4th April, 2018 at 7:00p.m.

The meeting was closed by the Chairman at 9:25p.m.

Signed:

Approval Date: 4th April, 2018