

# CHELFORD PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

DATE: THURSDAY, 15<sup>TH</sup> JUNE, 2017  
TIME: 7:00 P.M.  
VENUE: ASTLE COURT COMMUNITY CENTRE,  
ELMSTEAD ROAD, CHELFORD.

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### AGENDA

1. Apologies.
2. Declarations of Interest.
3. To consider and adopt Terms of Reference. (Appendix A)
4. To appoint a Chairman.
5. To note that general administrative support and financial management of the Neighbourhood Plan Steering Group will be provided by the Clerk & Responsible Financial Officer.
6. To receive an update on the application for funding from Locality.
7. To consider recommending to the Parish Council that a professional consultant is appointed to support the development of the Neighbourhood Plan.
8. To discuss how to proceed with community engagement to begin the process of developing a Neighbourhood Plan.
9. To confirm the recommendations to be presented to the Parish Council for approval.
10. To confirm actions to be undertaken (subject to Parish Council approval) and the group member responsible for each action.

For further information and copy agenda please contact:

**Dr. Elizabeth M. Maddock** - Clerk & Responsible Financial Officer, Chelford Parish Council.  
Tel: 01477 571444      Email: clerk.chelfordpc@gmail.com

## NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

### PURPOSE OF THE NEIGHBOURHOOD PLAN

Neighbourhood Plans are a government initiative under the Localism Bill designed to give local people the voice in deciding the look and feel of the development in their area. The Neighbourhood Plan must be consistent with the wider ambitions for growth and sustainability in the Cheshire East Council strategic planning framework. The Neighbourhood plan cannot stop development and cannot be contrary to that which Cheshire East Council and government policies have in place, but can determine: the standard of development and design; locations on which to build homes, shops, offices, 'social infrastructure' such as health centres and play areas; and 'green infrastructure' such as allotments and green areas.

### PURPOSE OF THE NEIGHBOURHOOD PLAN STEERING GROUP

Chelford Parish Council has established a Neighbourhood Plan Steering Group ("NPSG"). The purpose of the NPSG is to act in an advisory capacity to the Parish Council who will oversee the development of the Chelford Neighbourhood Plan. The aim of the Plan will be to preserve and enhance the local area consistent with the desired character for Chelford Parish, whilst allowing for sustainable economic and social development.

### RESPONSIBILITIES OF THE NPSG

- The NPSG will act as an advisory group to Chelford Parish Council.
- Liaise and support Chelford Parish Council in the preparation of the Plan.
- Ensure the process is carried out in a democratic, transparent and fair fashion.
- Ensure the plan is truly representative of the local community and that all decisions are fully evidenced and supported through consultation.
- Make recommendations to Chelford Parish Council on resourcing the plan.
- Make recommendations to Chelford Parish Council on involving the wider community in the plan.
- Support Chelford Parish Council in taking the plan through the formal examination.
- Support Chelford Parish Council in finding consensus through the referendum process and ultimately securing community endorsement of the Neighbourhood Plan.
- Representatives will be expected to give feedback to the organisations that they may be representing.
- Decisions made by the NPSG should normally be made by consensus at the NPSG meeting.
- The NPSG shall not have power to exercise on behalf of Chelford Parish Council, any authority, nor to incur expenditure.

### MEMBERSHIP AND QUORUM

- Membership of the NPSG shall comprise, Residents of the Chelford and adjoining parishes, Representatives of organisations within the Parish and Chelford Parish Councillors.
- Membership of the NPSG shall comprise no more than 12 persons.
- The steering group will elect a Chairman.
- The Steering Group shall be quorate when one third (4) of members are present.

### FREQUENCY, TIMING AND PROCEDURE OF MEETINGS

- The NPSG shall aim to meet a minimum of quarterly.
- Meetings can be held in any appropriate location as authorised by Chelford Parish Council.
- Formal minutes shall be taken at all meetings, by an appointed person, and will be published on the Chelford Village website.

### DECLARATIONS OF INTEREST

- All members of the NPSG must declare any personal interest that may be perceived as being relevant to the recommendations made by the NPSG. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the Steering Group.