

# CHELFORD NEIGHBOURHOOD PLAN

## MINUTES OF MEETING HELD

16<sup>TH</sup> AUGUST, 2017 at 7:30p.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. 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, Mr. C. Howlett.

It was also noted that, due to health reasons, Mr. M. Jehan had requested to withdraw from the Steering Group.

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

**3. MINUTES** -

The minutes of the last meeting, held 18<sup>th</sup> July, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

**10/17/NP Decision a) That the minutes of the meeting held 18<sup>th</sup> July, 2017 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. K. Chaudhuri      Seconded: Cllr. D. Wilson      All in favour**

**4. UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR BUSINESSES** -

Councillor D. Wilson reported that the draft questionnaire for businesses had been reviewed by Lucy Hughes who had made suggestions for some minor amendments which had now been addressed. It was considered that, due to the content of the business questionnaire, it may not be necessary to prepare a second, more detailed, questionnaire for this aspect of the Neighbourhood Plan, however, this would be reviewed following receipt of the preliminary questionnaire responses. Further amendments were suggested relating to the instructions for completion of the questionnaire.

**11/17/NP Decision a) That, subject to the suggested amendments, the content of the preliminary business questionnaire be approved for printing and distribution.**

**Proposed: Mr. D. Kent      Seconded: Cllr. B. Affleck      All in favour**

**5. UPDATE ON PREPARATION OF A LIST OF BUSINESSES WITHIN THE PARISH** -

Councillor D. Wilson reported that further businesses had been identified within the Parish. The list also now includes agricultural businesses located within (or within close proximity to) the Parish boundary. Further businesses were identified by Members for inclusion on the list.

**6. UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR RESIDENTS** -

Councillor D. Wilson reported that the draft preliminary questionnaire had been previously circulated to members of the Steering Group. It was considered that, to avoid potential issues relating to Data Protection, the section inviting residents to volunteer should be amended. Residents should be asked to make themselves known to the Clerk rather than to submit personal details on the questionnaire.

**12/17/NP Decision a) That, subject to the suggested amendments, the content of the preliminary resident questionnaire be approved for printing and distribution.**

**Proposed: Cllr. D. Wilson      Seconded: Cllr. A. Boon      All in favour**

**7. UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR YOUNG PEOPLE** -

Councillor D. Wilson reported that the draft questionnaire for young people had been previously circulated to members of the Steering Group. It was suggested that the last question (asking for a description/picture of how they considered Chelford should be in the future) should be removed from the questionnaire, however, a question of this kind could be used when consulting with the school children.

**8. UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR PROSPECTIVE RESIDENTS OF CRICKETERS GREEN** -

Councillor D. Wilson reported that he was still awaiting a response from Jones Homes as to whether they would be willing to distribute the questionnaire to prospective residents of Cricketers Green.

**9. FEEDBACK FROM VILLAGE ORGANISATIONS REGARDING INVOLVEMENT WITH NEIGHBOURHOOD PLAN** -

Councillor K. Chaudhuri reported that she will contact the Mums & Tots group shortly to ask whether they wished to contribute to the preparation of a Neighbourhood Plan. Councillor D. Wilson reported that he had not yet received a response from the Chelford Cricket Club. Chelford Bowling Club, Chelford Parish Hall, St. John's Church and Chelford Brownies had all responded positively towards contributing to the Neighbourhood Plan.

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Councillor D. Wilson agreed to contact the Scouts to determine whether they would like to participate. Councillor G. Willis suggested that the Chelford Surgery could also be approached.

### 10. DISTRIBUTION AND COLLECTION OF QUESTIONNAIRES -

[This item was deferred to the end of the meeting.]

A discussion was held regarding ways to encourage community engagement with the Neighbourhood Plan process. It was considered that hand delivering questionnaires to all resident and businesses and offering a collection service may provide an increased response rate. Drop boxes would also be provided at local businesses. Delivery of the questionnaires would take place during the week commencing 8<sup>th</sup> September, 2017 with responses returned by 28<sup>th</sup> September, 2017. It was considered that online copies of the questionnaire should be made available towards the end of the response period to allow anyone who had missed the hand delivered copy to participate. Members of the Steering Group all agreed to be responsible for the delivery and collection of questionnaires within a given area which would be determined by the Clerk. Questionnaires would be distributed to Members at the next meeting.

### 11. QUOTATIONS FOR PRINTING SERVICES -

Councillor D. Wilson reported that he had obtained four quotations for printing services. Members considered the quotations. It was noted that the number of copies required may have changed since the quotations were obtained, however, this was not expected to make a significant difference to the overall cost of printing. It was considered that the printing requirements are: 800 resident questionnaires, 100 young persons questionnaires, 100 business questionnaires and, subject to permission, 50 questionnaires for prospective residents of Cricketers Green.

**13/17/NP Decision a) That Eduprint be used to provide printing services for the Neighbourhood Plan Preliminary Questionnaires.**

**Proposed: Cllr. A. Boon**

**Seconded: Mr. R. Massey**

**All in favour**

### 12. NEIGHBOURHOOD PLAN INTRODUCTION -

Councillor D. Wilson reported that he had prepared a draft introduction to the Neighbourhood Plan which had been circulated to Members. The content is based upon other Neighbourhood Plans which appear to have followed a broadly similar pattern.

### 13. NEIGHBOURHOOD PLAN PORTAL ON CHELFORD VILLAGE WEBSITE -

Councillor D. Wilson reported that the Neighbourhood Plan portal was now live and displayed a number of documents relating to the Neighbourhood Plan. At present there are formatting issues with the webpages, however, it is hoped that these will be resolved in the near future. A query was raised regarding the availability of online publishing facilities should the current website administrator not be available, however, Councillor D. Wilson did not consider this to be an immediate issue.

### 14. REVIEW OF PROJECT PLAN -

Mr. L. Gorman was not present at the meeting to explain the updates to the project plan.

### 15. UPDATE ON VOLUNTEER EXPRESSIONS OF INTEREST -

The Clerk reported that one resident had made themselves known to her following the recent article on the Chelford Village website. Councillor D. Wilson was also aware of several individuals who may be interested in volunteering.

### 16. RECOMMENDATIONS TO PARISH COUNCIL -

**14/17/NP Decision a) That no further recommendations were required at this time.**

### 17. MEETING ACTIONS -

The following actions were agreed.

- 15/17/NP Decision**
- a) That Councillor D. Wilson make the suggested amendments to the draft questionnaires (business, resident, young people, prospective residents).**
  - b) That Councillor D. Wilson consult with Chelford Scouts to establish whether they wished to participate in the Neighbourhood Plan process.**
  - c) That Mr. D. Kent establish whether Chelford Surgery would be willing to host a drop box for the return of Neighbourhood Plan questionnaires.**
  - d) That Councillor D. Wilson establish whether local shops would be willing to host drop boxes for the return of Neighbourhood Plan questionnaires.**
  - e) That the Clerk arrange and allocate distribution rounds for each Member of the Steering Group.**
  - f) That Councillor D. Wilson arrange for the questionnaires to be printed by Eduprint.**

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- g) That Councillor D. Wilson arrange for identification badges to be purchased and printed for each individual delivering questionnaires.**
- h) That Councillor D. Wilson arrange for Neighbourhood Plan documents to be published on the Chelford Village website.**

**18. DATE OF NEXT MEETING -**

Members noted that Wednesday evenings were not convenient for some Members of the Steering Group. Following discussion it was suggested that the meetings be moved to the first Thursday of each month.

- 16/17/NP    Decision        a) That the Clerk arrange the venue for Neighbourhood Plan Steering Group meetings to be held on first Thursdays of each month at 7:00p.m.**

The meeting was closed by the Chairman at 9:05p.m.

Signed: .....

Approval Date: 7<sup>th</sup> September, 2017