

# CHELFORD NEIGHBOURHOOD PLAN

## MINUTES OF STEERING GROUP MEETING HELD 8<sup>TH</sup> FEBRUARY, 2018 at 6:45p.m. at Chelford Parish Hall, Knutsford Road, Chelford.

Present: Councillors B. Brindley (Chairman), B. Affleck, A. Boon, G. Willis, D. Wilson.  
Mr. C. Howlett, Mr. D. Kent, Mr. R. Massey.  
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 25<sup>th</sup> January, 2018, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

**05/18/NP Decision a) That the minutes of the meeting held 25<sup>th</sup> January, 2018 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. D. Wilson**

**Seconded: Mr. C. Howlett**

**All in favour**

4. **TO CONFIRM ARRANGEMENTS FOR THE DISTRIBUTION AND COLLECTION OF QUESTIONNAIRES** -

Cllr. D. Wilson reported that the survey monkey facility had been set up by Cheshire Community Action and that several Members had had opportunity to test the functionality of the service which appeared to work well.

Members discussed arrangements for distributing the questionnaires and agreed to deliver questionnaires to residents. Mr. D. Kent asked Members whether they would also deliver the letter inviting donations for the community defibrillator project at the same time in order to ensure all residents are also aware of that project.

Cllr. D. Wilson reported that he had contacted the volunteer who is managing the Chelford Neighbourhood Plan Facebook page and that he will ask for a link to the questionnaire to be added to this page.

Cllr. D. Wilson also advised that he would place a copy of the front cover of the questionnaire into each of the Parish Council notice boards to remind residents to complete the questionnaire.

It was agreed that collection of questionnaires will be achieved through collection from residents along with drop boxes at A.J. Boon Butchers and Chelford Surgery. Following the closing date the questionnaires will be made available to Mrs. Lucy Hughes (Cheshire Community Action) for analysis.

5. **DATE OF FUTURE MEETING** -

Members confirmed the date of the next Steering Group meeting as: Wednesday 14<sup>th</sup> March, 2018 at 7:00p.m.

The meeting was closed by the Chairman at 7:25p.m.

Signed: .....

Approval Date: 14<sup>th</sup> March, 2018