

# CHELFORD NEIGHBOURHOOD PLAN

## MINUTES OF STEERING GROUP MEETING HELD 25<sup>TH</sup> JANUARY, 2018 at 7:00p.m. at Astle Court Community Room, Elmstead Road, Chelford.

Present: Councillors B. Brindley (Chairman), A. Boon, G. Willis, D. Wilson.  
Mr. C. Howlett, Mr. D. Kent, Mr. P. Skelton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. R. Massey, Mr. S. Mort.

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

3. **MINUTES** -

The minutes of the last meeting, held 4<sup>th</sup> December, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

**01/18/NP Decision a) That the minutes of the meeting held 4<sup>th</sup> December, 2017 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. D. Wilson**

**Seconded: Cllr. A. Boon**

**All in favour**

4. **TO RECEIVE, CONSIDER AND APPROVE CONTENT OF SECOND QUESTIONNAIRE** -

Members discussed the latest draft questionnaire that had been previously circulated. Feedback from members and Mrs. Lucy Hughes (Cheshire Community Action) had been incorporated into the draft. It was reported that Mrs. Lucy Hughes had offered to provide facilities to allow online returns of the questionnaire. It was suggested that the format of the document may be amended to reduce the number of pages, to include a publication date, to include information on how to complete the survey online and how to return paper copies.

Mr. C. Howlett and Cllr. D. Wilson were thanked for their work to prepare the questionnaire.

**02/18/NP Decision a) That the content of the questionnaire, subject to the amendments outlined, be approved.**

5. **TO REVIEW QUESTIONNAIRE DISTRIBUTION AND COLLECTION ARRANGEMENTS** -

Members considered that the questionnaire should be distributed as soon as possible, however, it would be necessary to obtain the survey monkey details from Mrs. Lucy Hughes prior to printing taking place. It was considered that questionnaires should be hand delivered to all properties and either collected or returned to collection boxes in A. J. Boon Butchers or Chelford Surgery.

6. **REVIEW OF PROJECT PLAN** -

It was reported that the project remains on target, however, there may be a slight delay in distributing the questionnaire from the planned date.

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

Members considered quotations for evidence reports which had been previously circulated. It was noted that the quotations relating to Landscape & Character Assessments were all in excess of £3,500. It was considered that there was sufficient expertise within the Steering Group to complete this study using the toolkit provided by Cheshire East Council. It may also be possible to secure support from Cheshire East Council to complete this study.

Members considered that the Habitat and Wildlife Survey should be completed by Cheshire Wildlife Trust in April, 2018.

It was considered that the decision whether to complete a Housing Needs Survey should be deferred to a later date. The Housing Advice Note should be available shortly.

The Clerk suggested that the grant for the period January to March 2018 should include items relating to the preparation, printing and analysis of the questionnaire, room hire, consultation events and consultancy support from Cheshire Community Action. Funding for evidence reports can be secured within the next grant funding period.

8. **RECOMMENDATIONS TO PARISH COUNCIL** -

**03/18/NP Decision a) That an online facility to return questionnaires be provided by Cheshire Community Action.**

**b) That the Neighbourhood Plan Steering Group, with the support of Cheshire East Council, prepare the Landscape & Character Assessment.**

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### 9. MEETING ACTIONS -

The following actions were agreed.

- 04/18/NP Decision**
- a) That Cllr. D. Wilson arrange for online questionnaire return facility through Cheshire Community Action.
  - b) That Mr. C. Howlett and Cllr. D. Wilson amend the questionnaire as agreed at Item 4.
  - c) That Cllr. D. Wilson arrange for the questionnaire to be printed by Eduprint.
  - d) That the Clerk prepare the printed questionnaires for distribution to Steering Group members.
  - e) That Steering Group members distribute the questionnaires to residents.
  - f) That the Clerk arrange for Cheshire Wildlife Trust to undertake a Wildlife & Habitat Survey in April, 2018.
  - g) That Mr. C. Howlett lead the preparation of a Landscape & Character Assessment.
  - h) That Cllr. D. Wilson invite Mr. Tom Evans (Cheshire East Council) to support the development of the Landscape & Character Assessment.
  - i) That analysis of the questionnaires be undertaken by Mrs. L. Hughes (Cheshire Community Action).
  - j) That the Clerk submit the grant application for the period January to March 2018.

### 10. CALENDAR OF MEETINGS -

Members confirmed the date of the next Steering Group meeting as: Thursday 8<sup>th</sup> February, 2018 at 6:45p.m.

The meeting was closed by the Chairman at 8:28p.m.

Signed: .....

Approval Date: 8<sup>th</sup> February, 2018