

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF MEETING HELD

15th JUNE, 2017 at 7:00p.m.

at Astle Court Community Centre, Elmstead Road, Chelford.

Present: Councillors D. Wilson, A. Boon, B. Brindley, K. Chaudhuri.

Mr. P. Skelton, Mr. R. Massey.

Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. S. Mort, Mr. L. Gorman, Mr. D. Kent, Mr. M. Jehan.

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

3. **TERMS OF REFERENCE** -

The draft Terms of Reference were considered. Mr. P. Skelton suggested that the phrase 'look and feel' in the first sentence of the 'Purpose of the Neighbourhood Plan' section be replaced with 'future'.

01/17/NP Decision a) That the draft Terms of Reference be accepted, subject to the above amendment.
Proposed: Cllr. B. Brindley Seconded: Mr. R. Massey All in favour

4. **APPOINTMENT OF CHAIRMAN** -

Nominations were invited for the position of Chairman. One nomination was received in respect of Councillor B. Brindley.

02/17/NP Decision a) That Councillor B. Brindley be elected as Chairman of the Chelford Neighbourhood Plan Steering Group.
Proposed: Cllr. D. Wilson Seconded: Cllr. K. Chaudhuri All in favour

5. **ADMINISTRATION OF NEIGHBOURHOOD PLAN STEERING GROUP** -

It was reported that Chelford Parish Council had resolved, at their last meeting, that the Clerk & Responsible Financial Officer would provide general administrative support and financial management for the Chelford Neighbourhood Plan Steering Group.

6. **FUNDING** -

Councillor D. Wilson reported that an application for funding had been submitted to 'Locality'. The application had been accepted and funding of £3,741 should be available in the coming weeks. The remainder of the £9,000 will be the subject of a future funding application. A further sum of £5,000 had been earmarked by the Parish Council for the purpose of preparing a Neighbourhood Plan.

A short discussion ensued about the anticipated total cost of the project and the potential for additional funding from the Parish Council or other sources. These two points will require further consideration at a future meeting.

7. **USE OF PROFESSIONAL CONSULTANT SERVICES** -

Councillor D. Wilson reported that the funding application had included a sum for the provision of professional services to support the development of the Neighbourhood Plan. A quotation had been received from Mrs. Lucy Hughes from Cheshire Community Action for the first stages of the project.

It was considered that the use of professional support would be advantageous to progress the project, however, queries were raised about the precise detail of the work covered by the quotation, the way in which the time is allocated and recorded and whether Cheshire Community Action is the most competitive provider. It was also considered that a review of the quality of services provided by Cheshire Community Action should be sought from other Neighbourhood Plan Steering Groups.

03/17/NP Decision a) That Mrs. L. Hughes be asked to confirm which other Neighbourhood Plan Steering Groups she has supported.

b) That copy of the quotation received from Cheshire Community Action be circulated to all members of the Neighbourhood Plan Steering Group.

8. **COMMUNITY ENGAGEMENT** -

Councillor D. Wilson reported that Mr. P. Skelton had expressed an interest to engage with local businesses. There are many businesses, of various sizes, within the Parish which can be approached to ascertain what their future aspirations are for development within the parish. Consultation with businesses was considered to be an important part of the process.

It was considered that the first, preliminary questionnaire should be short, simple and encourage residents to engage with the process. It is hoped that the full age spectrum of residents, from young children to the elderly, will be able to engage with the process to ensure that the resultant Neighbourhood Plan is representative of the

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views of all residents.

There are several example questionnaires available which can be used as templates. Distribution of questionnaires can be achieved using hand delivery, distribution at key locations within the parish and also the use of online surveys. It was also considered that return of the questionnaires can be maximised by using a combination of collection services, drop boxes and online submission.

Consideration was given to printing requirements. It was considered that the questionnaires needed to look professional, therefore, commercial printing services should be secured. Councillor D. Wilson noted that the printing costs included with the funding application were estimates and that no quotations had been secured. It was noted that approximately 1,500 copies would be required to allow responses to be submitted by individuals rather than households.

- 04/17/NP Decision**
- a) That draft questionnaires be prepared for consideration at the next meeting.
 - b) That a list of businesses within the parish be compiled.
 - c) That the Chelford Primary School Governors be asked whether they would permit consultation with the school children.
 - d) That quotations for printing services be obtained.

9. RECOMMENDATIONS TO PARISH COUNCIL -

- 05/17/NP Decision**
- a) That the Terms of Reference be formally approved.
 - b) That the appointment of Councillor B. Brindley as Chairman of the Chelford Neighbourhood Plan Steering Group be received and noted.
 - c) That a professional consultant be appointed to support the development of the Chelford Neighbourhood Plan.
 - d) That a preliminary questionnaire be prepared and distributed to residents and businesses.
 - e) That professional printing services be used to print the questionnaires.
 - f) To consider use of the Chelford Village Website for online surveys relating to the Neighbourhood Plan.

10. MEETING ACTIONS -

The following actions were agreed subject to approval of the above recommendations by Chelford Parish Council.

- 06/17/NP Decision**
- a) That Cllr. D. Wilson circulate the Neighbourhood Plan Area map to all.
 - b) That Mr. P. Skelton prepare a draft preliminary questionnaire for businesses and, upon completion, forward to Cllr. D. Wilson.
 - c) That Cllr. D. Wilson prepare a draft preliminary questionnaire for residents.
 - d) That Cllr. D. Wilson submit the draft questionnaires to Mrs. L. Hughes for review prior to the next meeting of the Chelford Neighbourhood Plan Steering Group.
 - e) That Cllr. D. Wilson & Cllr. A. Boon liaise to compile a list of businesses within the parish.
 - f) That Mr. R. Massey ask the Chelford Primary School Governors for permission to consult with the school children.
 - g) That Cllr. D. Wilson invite Mrs. L. Hughes to the next meeting of the Chelford Neighbourhood Plan Steering Group to provide feedback on the draft questionnaires.
 - h) That Cllr. D. Wilson obtain quotations for printing services.
 - i) That the Clerk supply a list of postcodes within the parish to Cllrs. D. Wilson and A. Boon to assist searches for businesses.
 - j) That the Clerk book a venue for the next meeting to be held Tuesday 18th July, 2017 at 7:00p.m.

The meeting was closed by the Chairman at 8:25p.m.