

# CHELFORD NEIGHBOURHOOD PLAN

## MINUTES OF STEERING GROUP MEETING HELD 14<sup>TH</sup> NOVEMBER, 2017 at 7:00p.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, Mr. P. Skelton.  
Mrs. Lucy Hughes - Cheshire Community Action.  
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 26<sup>th</sup> October, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

**29/17/NP Decision a) That the minutes of the meeting held 26<sup>th</sup> October, 2017 be confirmed as a correct record and signed by the Chairman.**

**Proposed: Cllr. D. Wilson**

**Seconded: Cllr. B. Affleck**

**All in favour**

4. **ARRANGEMENTS FOR CONSULTATION EVENTS** -

Flyers had been distributed to residents advertising the consultation events taking place on Thursday 16<sup>th</sup> November, 2017 and Saturday 18<sup>th</sup> November, 2017.

Cllr. D. Wilson reported that he had now collected the display posters from the printers and that copies of the analysis reports would be available for collection tomorrow. Display boards had been sourced for the events and a flip chart stand and pad, along with further display boards which were to be collected from Chelford Primary School tomorrow.

Members considered what further materials would be required for the event and it was considered that residents could provide feedback using post-it notes which could be stuck to the display boards. Blu-tac may be needed to stick additional posters to the walls of the event venues.

It was noted that several Members of the group would be available to attend the events and speak to residents about the project. In addition, some Members were available to assist with the setting up of the venues prior to the events.

Mrs. L. Hughes suggested that a Member should be allocated to count the number of attendees so that this can be included within information to be submitted with the Neighbourhood Plan. It was also suggested that photographs should be taken to further evidence the consultation events.

Cllr. B. Brindley invited Mrs. L. Hughes to provide information in respect of a number of issues which may be raised at the consultation events:

1. Is the response from the business questionnaire sufficient to evidence that consultation with businesses has taken place?

Mrs. L. Hughes advised that the modest response to the business questionnaire is typical of the response rate across Cheshire. Often questionnaires do not provide the most effective method of engaging with the business community, however, there are likely to be future opportunities to encourage business participation.

2. Is the Neighbourhood Plan able to address issues relating to retail and traffic?

Mrs. L. Hughes advised that, whilst these are issues which cannot be directly addressed by a Neighbourhood Plan, there may be opportunity to indirectly influence these issues within some policies. It is necessary to ensure that all policies are supported by robust evidence. Furthermore, there may be opportunities to address some highway issues using any funds which may become available in the future through the Community Infrastructure Levy scheme.

3. Does the Steering Group need to develop working groups to move forward with the project?

Mrs. L. Hughes urged caution regarding the formation of working groups. Whilst in some cases working groups have been very successful, there have been instances where working groups have generated situations where contradictory work has been undertaken and some work has been repeated by several working groups. It was suggested that the Steering Group may divide tasks between Members to avoid potential difficulties arising. It will be necessary to identify what policies the Steering Group is to pursue and determine what evidence is needed to support these policies (e.g. Housing Needs Survey, Parish Character Study). There are many organisations that

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are able to provide evidence reports which can support the policies. It was noted that it may be helpful to obtain information relating to the allocation of housing that Chelford will be expected to provide within the Cheshire East Local Plan as this may guide future discussions.

Mrs. L. Hughes noted that where housing sites are to be allocated as part of the Neighbourhood Plan there is additional funding available to support this. This issue is, however, more complex for those communities located within the Green Belt as the Neighbourhood Plan does not have the power to amend the Green Belt boundary, therefore, there is limited scope for allocating housing sites.

### **5. REVIEW OF PROJECT PLAN -**

It was noted that activities remain on target and that it would be necessary to move onto the next stage following the consultation events. There are several example questionnaires available that can be used to guide the development of the detailed questionnaire which is to be prepared in January 2018.

### **6. RECOMMENDATIONS TO PARISH COUNCIL - None.**

### **7. MEETING ACTIONS -**

The following actions were agreed.

- |                 |                 |   |
|-----------------|-----------------|---|
| <b>30/17/NP</b> | <b>Decision</b> |   |
|                 |                 | a) <b>That Cllr. D. Wilson purchase post-it notes, pens and blu-tac for the consultation events.</b>                      |
|                 |                 | b) <b>That Cllr. D. Wilson request a copy of the Chelford ‘Housing Advice Note’ from Cheshire East Council.</b>           |
|                 |                 | c) <b>That Mrs. L. Hughes provide an estimate for consultancy services for the period January, 2018 to March, 2018.</b>   |
|                 |                 | d) <b>That Mrs. L. Hughes provide an estimate to undertake a Housing Needs Survey for the Parish.</b>                     |
|                 |                 | e) <b>That following the consultation events Mr. C. Howlett summarise the feedback received and circulate to Members.</b> |

### **8. CALENDAR OF MEETINGS -**

Members confirmed the date of the next Steering Group meeting as:  
Monday 4<sup>th</sup> December, 2017

The meeting was closed by the Chairman at 8:22p.m.

Signed: .....

Approval Date: 4<sup>th</sup> December 2017