

CHELFORD NEIGHBOURHOOD PLAN
MINUTES OF STEERING GROUP MEETING HELD
15TH JANUARY, 2019 at 7:30p.m.
at Chelford Parish Hall, Knutsford Road, Chelford.

Present: Councillors B. Brindley (Chairman), B. Affleck, G. Willis, D. Wilson.
Mr. C. Howlett, Mr. P. Skelton, Mr. R. Massey.
Mrs. L. Hughes - Cheshire Community Action.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Cllr. A. Boon, Cllr. L. Hunt, Mr. S. Mort.

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

3. **MINUTES** -

Members noted that the last meeting of the Neighbourhood Plan Steering Group, scheduled for 16th October, 2018, had been cancelled due to insufficient attendees.

4. **REGULATION 14 CONSULTATION RESPONSES AND ANALYSIS REPORT** -

Members considered the responses that had been received and the content of the analysis report which had been produced by Mrs. L Hughes (Cheshire Community Action). Some amendments had been made to the Neighbourhood Plan document in response to some of the consultation responses. Further amendments to the Neighbourhood Plan together with amendments to the analysis report were discussed and agreed.

- 01/19/NP Decision**
- a) That the responses to the Regulation 14 consultation be received.
 - b) That the analysis report, produced by Cheshire Community Action, be received.
 - c) That, subject to agreed amendments, the analysis report and amended Neighbourhood Plan document be recommended to the Parish Council for approval.

5. **CHELFORD SETTLEMENT BOUNDARY MAP** -

Cllr. D. Wilson reported that an improved settlement boundary map had now been acquired.

- 02/19/NP Decision**
- a) That the new settlement boundary map replace the existing settlement boundary map included in the Neighbourhood Plan document.

6. **ACTIONS REQUIRED TO COMPLETE REGULATION 15 ACTIVITIES** -

Councillor D. Wilson reported that the majority of the activities required to meet Regulation 15 were complete. Final amendments were required to be made to the Neighbourhood Plan document, the Regulation 14 consultation response analysis report, the Basic Conditions Statement and the Statement of Community Engagement. These amendments would be made in the coming days with final copies being circulated for final review.

7. **TO REVIEW PROJECT PLAN** -

Cllr. D. Wilson reported that the project was currently running approximately six weeks behind schedule, however, it is anticipated that the final documents will be submitted to Cheshire East Council by 23rd January, 2019. Once the Regulation 15 submission has been completed the progress of the remainder of the formal stages will be determined by Cheshire East Council. Mrs. L Hughes outlined the stages which would be managed by Cheshire East Council.

8. **RECOMMENDATIONS TO PARISH COUNCIL** -

The following recommendations were agreed.

- 03/19/NP Decision**
- a) That the Neighbourhood Plan document, together with supporting documents, be submitted by the Clerk to Cheshire East Council on or before 23rd January, 2019. This submission will conclude the Regulation 15 requirements.

9. **MEETING ACTIONS** -

The following actions were agreed.

- 04/19/NP Decision**
- a) That Mr. C. Howlett make amendments to the Neighbourhood Plan document in light of the meeting with Lucy Hughes (Cheshire Community Action) and following a review of the document by Steering Group members.
 - b) That Cllr. D. Wilson circulate the final draft of the Neighbourhood Plan document, Basic Conditions Statement, Regulation 14 Analysis Report and Statement of Community Engagement to all Members of the Steering Group for final comment.
 - c) That the Clerk publish required information on the Parish Council website.

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d) That the Clerk submit the Regulation 15 documentation to Cheshire East Council on or before 23rd January, 2019.

10. DATE OF FUTURE MEETING -

No future meeting date was agreed as the Neighbourhood Plan document is to be submitted. Any meetings required at a future date will be arranged by the Clerk.

Cllr. D. Wilson thanked Mrs. L. Hughes for her support with the Neighbourhood Plan project and also expressed thanks to all Members of the Steering Group for their hard work to deliver the Neighbourhood Plan for the community.

The meeting was closed by the Chairman at 8:43p.m.

Signed:

Approval Date: