

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF STEERING GROUP MEETING HELD 26TH OCTOBER, 2017 at 7:00p.m. at Astle Court Community Room, Elmstead Road, Chelford.

Present: Councillors B. Brindley (Chairman), A. Boon, K. Chaudhuri, G. Willis, D. Wilson.
Mr. D. Kent, Mr. L. Gorman, Mr. R. Massey, Mr. S. Mort, Mr. P. Skelton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. C. Howlett, Cllr. B. Affleck.

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

3. **MINUTES** -

The minutes of the last meeting, held 5th October, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

26/17/NP **Decision** a) **That the minutes of the meeting held 5th October, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed: Cllr. K. Chaudhuri

Seconded: Cllr. A. Boon

All in favour

4. **FEEDBACK AND ANALYSIS OF PRELIMINARY QUESTIONNAIRES** -

Mrs. Lucy Hughes (Cheshire Community Action) had forwarded analysis reports of the resident, young person and business questionnaires. These had been previously circulated to all Members. Cllr. D. Wilson had forwarded to all Members analysis of questionnaires completed by children at Chelford Primary School and Chelford Scouts.

It was noted that the response rate of 32% for the resident questionnaire was similar to that experienced by other Neighbourhood Plan groups. The reason for the low response rate for the business questionnaire was unknown.

It was considered that the document outlining common responses in clouds provided a good representation of the key issues highlighted by residents. These would be useful, as display material, at the forthcoming consultation events.

Members considered the draft vision and objectives that had been prepared by Mrs. Lucy Hughes. Whilst support was given to the phrase 'enhance the rural economy' it was considered that the phrase 'rural village character of Chelford' was not appropriate. It was suggested that the word 'rural' be omitted from this phrase.

A discussion was held regarding whether a statement should be added to the objectives which makes reference to the scale of possible future development. It was considered that in addition to 'well designed' any new development should be well located and of a scale which is appropriate to maintain the village character of Chelford. It was also considered that consideration should be given to integrating housing design which is complementary to existing properties.

It was suggested that reference should be made to the sustainability of future development and associated community facilities. Some questionnaire responses had made reference to traffic and other highway features. It was noted that whilst, on previous occasions advice had been received indicating that these issues could not be included within the Neighbourhood Plan, there may be opportunity to make reference to such matters within other policies. It was also noted that issues which are beyond the remit of the Neighbourhood Plan can be referred to the Parish Council for consideration.

Members discussed the responses which had referred to the provision of shops within the Parish. Again, this is an issue which, in the past, had been deemed not within the remit of the Neighbourhood Plan. It was suggested that this may be an issue which could be addressed through Asset of Community Value registrations rather than directly through the Neighbourhood Plan.

It was considered that it may be helpful to meet with Mrs. Lucy Hughes and/or Mr. Tom Evans (Cheshire East Council) to discuss further the potential scope of the Neighbourhood Plan and also whether the visions and objectives fully encompass the issues identified for inclusion within the Neighbourhood Plan.

5. **ARRANGEMENTS FOR CONSULTATION EVENTS** -

Members clarified the nature of the two consultation events and it was concluded that both events would be drop-in events with light refreshments available. The first event on Thursday 16th November, 2017 at Chelford Parish Hall from 6p.m. to 9p.m. and the second on Saturday 18th November, 2017 at Astle Court Community Room from 2p.m. to 4p.m.

Members considered the draft display posters that had been forwarded by Mrs. Lucy Hughes. These were considered to effectively communicate the key results of the questionnaire responses. Copies of the full analysis reports can also be made available at the consultation events for anyone who wishes to see them.

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Information will also be available to outline current progress with the preparation of the Neighbourhood Plan. It is hoped that some residents may wish to join the focus groups which will shortly be formed to gather further evidence to support key policies.

It was considered important to seek the views of those attending events and to make provision for them to comment on the display material. It would also be necessary for the number of attendees to be recorded at each event. Members discussed the provision of a Facebook page which would give a further opportunity for residents to submit views on the Neighbourhood Plan.

The consultation events will be advertised by flyers delivered to each property and also posters displayed in the four notice boards within the Parish. The draft flyer had previously been circulated to Members. The flyers will be delivered to residents approximately two weeks before the event. It was hoped that as many Members as possible will attend each event.

Members suggested that a further meeting take place prior to the consultation events to ensure that all arrangements were in place and to clarify the position in relation to a number of matters with Mrs. Lucy Hughes and Mr. Tom Evans.

6. REVIEW OF PROJECT PLAN -

Mr. L. Gorman reported that progress with the project remained on schedule. It will be necessary for a series of tasks to be completed following the consultation events prior to the distribution of a second questionnaire which is currently scheduled to take place in early February 2018. It was noted, however, that there are now many examples of questions that have been used in other parishes which may assist in the development of the next questionnaire.

8:20p.m. - Mr. S. Mort excused himself from the meeting and left.

7. RECOMMENDATIONS TO PARISH COUNCIL -

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| 27/17/NP | Decision | a) That flyer and posters be printed by Eduprint to advertise the consultation events. |
| | | b) That a Facebook page be set up to collect views of residents on Neighbourhood Planning matters. |
| | | c) That focus groups be set up, following the consultation events, to undertake detailed work in respect of the key themes of the Neighbourhood Plan. |

8. MEETING ACTIONS -

The following actions were agreed.

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| 28/17/NP | Decision | a) That Cllr. B. Brindley ask Mrs. Lucy Hughes (Cheshire Community Action) whether the response rate for the business questionnaires is sufficient or whether another attempt should be made to seek the views of businesses within the Parish. |
| | | b) That Cllr. B. Brindley ask Mrs. Lucy Hughes what opportunities exist to incorporate issues relating to traffic and highway matters into the Neighbourhood Plan. |
| | | c) That Cllr. B. Brindley ask Mrs. Lucy Hughes what opportunities exist to incorporate issues relating to retail provision into the Neighbourhood Plan. |
| | | d) That Cllr. D. Wilson ask Mr. Tom Evans (Cheshire East Council) what opportunities exist to incorporate issues relating to retail provision into the Neighbourhood Plan. |
| | | e) That Cllr. B. Brindley invite Mrs. Lucy Hughes to attend a Steering Group meeting on 14th November 2017. |
| | | f) That Cllr. D. Wilson invite Mr. Tom Evans to attend a Steering Group meeting on 14th November, 2017. |
| | | g) That Cllr. D. Wilson arrange for the provision of display boards for the consultation events. |
| | | h) That Cllr. D. Wilson arrange for the display posters to be printed at A1 size. |
| | | i) That Cllr. D. Wilson arrange for materials (e.g. post-it notes) to gather resident comments in respect of the material to be presented at the consultation events. |
| | | j) That Cllr. D. Wilson arrange for 700 copies of the flyer advertising the consultation events to be printed. |
| | | k) That Cllr. D. Wilson arrange for posters advertising the consultation events to be printed and displayed on the four Parish Council notice boards. |

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- l) That Mr. S. Mort arrange for a Facebook page to be set up to provide an additional route by which residents can submit views to the Neighbourhood Plan Steering Group.**
- m) That the Clerk arrange for flyers, relating to each distribution round used for the questionnaires, to be made available to Members.**
- n) That Mr. D. Kent arrange for provision of refreshments at the consultation events.**
- o) That the Clerk arrange for a venue for a Steering Group meeting to be held on 14th November, 2017.**
- p) That Cllr. B. Brindley ask Mrs. Lucy Hughes to provide guidance on the formation of focus groups when she attends the Steering Group meeting on 14th November, 2017.**

9. CALENDAR OF MEETINGS -

Members confirmed the dates of the next Steering Group meetings as:

Tuesday 14th November, 2017 (provisional)

Monday 4th December, 2017

The meeting was closed by the Chairman at 8:35p.m.

Signed:

Approval Date: 14th November 2017