

CHOLMONDELEY & CHORLEY NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF A MEETING HELD ON 5 FEBRUARY 2019 AT SCHOOL FARM, CHOLMONDELEY

PRESENT:	Andy Latham	Chairman
Parish Councillors	Councillor A D Fennell Councillor S Langton	Councillor C Hopley Councillor P Probin
Non-Parish Councillors	Matthew Robinson James Hall Andy Champion	
IN ATTENDANCE:	Lucy Hughes – Cheshire Community Action	
APOLOGIES:	Stacey Rutter	

23 **DECLARATIONS OF INTEREST (PARISH COUNCILLORS)**

Parish Councillors were invited to make any declarations of interest.

Councillors C Hopley, S Langton and P Probin each declared a disclosable pecuniary interest in the proceedings on the basis that they were tenants of the Cholmondeley Estate.

24 **CONFLICTS OF INTEREST (NON-PARISH COUNCILLORS)**

Non-parish councillors were invited to declare any potential conflict of interest which they may have in connection with the business of the Steering Group itself and in respect of any item on the agenda.

Mr J Hall declared an interest in the proceedings on the basis that he was an employee of the Cholmondeley Estate.

Mr M Robinson declared an interest in the proceedings on the basis that he was a representative of the Cholmondeley Estate.

Mr A Champion and Mr A Latham each declared an interest in the proceedings on the basis that they were tenants of the Cholmondeley Estate.

25 **MINUTES OF THE MEETING HELD ON 10 DECEMBER 2018**

RESOLVED: That the Minutes of the meeting held on 10 December 2018 be approved as a correct record.

26 **NEIGHBOURHOOD PLAN**

Lucy Hughes from Cheshire Community Action was in attendance and offered advice on the content, format and delivery of the first consultation questionnaire which was to be issued to all households in the parish.

- **Content**

Ms Hughes advised that the first questionnaire should contain broad ideas without much detail; for example, house types, employment opportunities. Residents would be invited to decide what was of the most importance to them and to set their order of priority.

In response to Members' questions, Ms Hughes advised that the questionnaire could either be completely open to enable residents to add their own items of importance or could be divided into specific items; for example, the environment, transport, housing. No more than six themes could be included, and residents asked to rate them in order of importance.

Items such as pot-holes and hedge retention/removal could not be included.

- **Method of distribution of the questionnaire**

Members accepted Ms Hughes' advice that the first questionnaire should be paper, rather than electronically delivered.

Sufficient copies would be printed to enable delivery of one per household, but offering the opportunity for one to each individual, upon request.

Copies would also be made available at the Post Office.

The questionnaire would reference the General Data Protection Regulation (GDPR) as enshrined in the Data Protection Act 2018, to the effect that personal data would not be revealed.

RESOLVED: (a) That Members hold an informal meeting on 18 February 2019 to discuss the details of the content of the questionnaire; and

(b) That Members report to the next meeting, when the draft questionnaire could either be approved or discussed further.

Ms Hughes undertook to provide sample questionnaires to Members.

- **Drop-in Session**

Further on in the process, a drop-in session could be arranged at the Coronation Hall, prior to distribution of a second questionnaire. The purpose of this session would be to show the results from the first questionnaire, and to gain further feedback from those attending. This, in turn, would be used to inform a second questionnaire.

- **Funding Housing Needs and Wildlife Surveys**

Brief reference was made to funding for a housing needs assessment and a wildlife survey. The Parish Council could make application for a grant from Locality (Groundwork UK) in due course when a budget for specific items had been identified.

27 DATE OF NEXT MEETING

Tuesday, 12 March 2019

(Note: Claire Farquason arrived at the conclusion of the meeting.)
