**CHOLMONDELEY** & **CHORLEY PARISH COUNCIL** www.cholmondeley-chorley.co.uk

**NEIGHBOURHOOD PLAN STEERING GROUP**

**Tuesday 1st of November 2022 at 7.30pm, Dowse Green Farm.**

MEETING MINUTES

**1 APOLOGIES**

Present:

Councillors: C Hopley, P Probin, A Gresty

Non- Councillors: C Farquharson, S Rutter

Apologies: I Cee, S Aspinall

**2 DECLARATIONS OF INTEREST (PARISH COUNCILLORS) AND**

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

As the Minutes of the Steering Group meetings are stand-alone documents, it is important that  declarations, and conflicts of interest, are declared at each meeting and recorded so that  members of the public can be assured that there are no undeclared interests at any meeting.

Parish Councillors are asked to make any declarations of interest (in accordance with the  Parish Council’s Code of Conduct) and non-Parish Councillors are asked to declare any  potential conflict of interest owing to a connection with the business of the Steering Group  and/or any item on the agenda.

Confirmation of new member: Alan Gresty, stepping down S Langton and M Furze, group thanks those stepping down for their support and commitment.

**3 MINUTES OF THE MEETING**

**3.1 Approval of the Minutes of the Steering Group**

Minutes of the meeting held on 08.02.22 – Approved

**4 POINTS OF DISCUSSION**

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| Item | Discussion  | Action |
| Cheshire Wildlife Trust Report  | Due to staffing and logistical constraints from CWT, report was not received by the Steering Group until 31/08/22 | Chair emailed Steering Group 1st of September report for review to determine key aspects to include in report for discussion in this meeting. Approved |
| Grant re-application  | Due to time lapse, now in a different financial year 2022-23, and therefore have to re-apply for another grant application. The process is now all online, and clerk will have to complete directly. | Chair has utilised previous grant application and amended sections (highlighted) with those changes that are expected to be required in this application process.Chair has gained revised quotes from CWT (outstanding amount), Cheshire Community in Action, Printers and event hire and catering. Group to approve grant re-application so it can be forwarded to Clerk for completion and application online. Approved, subject to confirming with website designer any costs to upload plans for community to view. PP and SR to confirm with website designer and confirm with Chair within the next 7 days, and group happy to action grant re-application. Chair to then forward grant re-application to Clerk for them to upload to online application process. Group to await approval.  |
| Neighbourhood Plan Draft Document  | Group to review neighbourhood plan, determine information from CWT to include.Chair has also received Suite of Heritage Maps and Public Rights of Way maps to include.  | Review highlighted points in yellow at meeting.All points reviewed, minor amendments made and approved by group. Once a full draft, send to Cheshire Community in Action for 1 day consultation for any updates prior to review by Parish Council on 22/11/22 |
| Photos | Discuss any further images or design of plan that wished to be included  | Group approved design of plan and discussed photos, all group to provide photos within the next 7 days for plan to developed further. Group suggested adding crest, similar to Parish Council. |
| Process | Review timeline of process, length of process due to multiple of factors;* Pandemic – restrictions and limitations associated with this
* Awaiting completion of reports or information
 | Group agreed with timeline, aim to complete by May 2023, but all financial costs to be completed by March 31/03/23.Discussed community consultation for 17th of January 12-8. Venue to be discussed and plan for consultation to be discussed at next meeting.Chair raised how to gain feedback, and multiple ways suggested included online survey and paper survey at event. Further discussions at next meeting.Chair also raised location of previous event board and stands, group to determine if available for event. Group agreed to use the event to promote historical character of the area and to include information on this.  |
| Community Engagement Event and formal consultation process | Review information sent by Lucy Hughes to confirm approach for group. Discuss approach and appoint lead for this part of the process. Need member to determine how plan can be provided on the Parish Council website for review and comments. Cheshire Wildlife Trust Report also needs to available here. Where are the hard copies of the plan going to be available, if anyone wishes to view these directly.Need member to advertise via the Community Facebook page the ways to view the plan, dates and deadlines.  | To be discussed at next meeting  |

**5 ANY OTHER ASSOCIATED MATTERS**

To consider other issues not specified on the agenda, but which need to be considered before the next meeting.

**6 DATE OF NEXT MEETING**

 Tuesday 6th of December 7.30pm, Dowse Green to discuss consultation event planning and survey feedback detail.