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

**NEIGHBOURHOOD PLAN STEERING GROUP**

**Tuesday 6th of December 2022 at 7.30pm, Dowse Green Farm.**

MEETING MINUTES

**1 APOLOGIES**

Present:

Councillors: C Hopley, P Probin, S Aspinall

Non- Councillors: C Farquharson,

Apologies: I Cee, A Gresty, S Rutter

**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 30.11.22 – Approved

**4 POINTS OF DISCUSSION**

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| Item | Discussion | Action |
| Finalised Plan | As agreed at last meeting, plan approved subject to minor amendments. Updated plan, feedback provided by Lucy Hughes and Parish Council on 22/11/22. Parish Council approved subject to minor amendments from Lucy Hughes and happy to go to next stage. Parish Council request wording to 11.4.5  Plan emailed to Tom Evans (Cheshire East) 28/11/22 to commence consultation with statutory bodies. Confirmed receipt 28/11/22 | Group happy to wait until confirmation from Tom Evans (Cheshire East) of any issues raised by statutory bodies prior to Regulation 14. Advised it can take a little over 4 weeks. |
| Grant re-application | Grant reapplication sent to Clerk to re-application process | Group agreed to wait for grant approval prior to Regulation 14 |
| Website | Chair contacted clerk to ask for Parish website to update with the following prior to Regulation 14 commencement  Under Parish Council website – Neighbourhood Plan section:  Steering Group – Should this be updated to current group members?  Timeline: Could collection of evidence have dates (December 2020-Sept 2022) and be green? Draft Plan Have November 2022 as the date and be in green?  Meetings: Could the meetings be uploaded for these meeting aswell?  13/01/21 - Meeting cancelled due to broadband issues across area  20/04/21  18/05/21  30/11/21  31/08/21  08/02/22  18/10/22 - meeting cancelled as not able to be quorate  01/11/22  Informal Meetings  20/07/21  03/08/21  Questionnaire: Full Questionnaire Results could these be published, document attached.  Upload Cheshire Wildlife Trust Report to website | Group agreed and happy to await for confirmation of completion. |
| Regulation 14 | Group to discuss aspects to be able to start Regulation 14 once grant and plan are returned and agreed by Cheshire East.  All information to be sent to Lucy Hughes prior to consultation process to agree all appropriate.  See examples at end of Agenda.  Determine roles within steering group for this part.  Regulation 14 wording documents to be completed.  **Website**: Plan and Feedback form to be set up on website  **Feedback**: Online and paper feedback survey to be set up  Where to send feedback  **Event Organisation:**  Book Bowling Club  Catering Organisation  Stands and Boards from previous event to be available  How we want to present the plan at the event?  Printed Copies available and online and paper feedback forms.  Invitations to community, advertise on community social media page  Wildlife Trust Report to be available  Historic information and photos?  **Communication Emails to Relevant Bodies**  Agreed communication to list provided by Cheshire East needs to be sent to all individuals | Regulation 14 Guidance Recommendations discussed:  PROCESS  1. Hard copies of plans available  2. Update the website (Parish Council) and make sure that all the evidence documents online, along with the plan  (Wildlife trust report, questionnaires, anything else you reference in the NP)  3. Get list of consultees – should include Environment Agency, English Heritage, Natural England, interested landowners, neighbouring parish councils etc.   Clerk to email  4. Let Cheshire East know your dates, and they can put information on their website.  5. Decide how you want to receive comments – it doesn’t have to be through an online survey, or you could have a form printed and put online for people to print out or fill in online?  Or you can just let people respond.  An example response form is attached below.  6. Consider if you are going to have a ‘drop in’ event or other event for people to view the plan and make comments.  7. Begin the consultation – for six weeks.  Website and Feedback  Points of discussion of wording for website, feedback and mechanisms discussed and agreed. Group agreed in draft, documents to be sent to group for approval and then to Lucy Hughes for checking.  Event Organisation:  Date unable to be confirmed until confirmation of grant and feedback from Tom Evans  Agreed Bowling Club to be in Parish, utilise previous boards and stands and provide screens with information on and an opportunity to provide feedback at event.  Discussed access to hard copies as no physical community venue, Chair to get clarity from Lucy Hughes.  Invitations design to be looked at.  Communication Emails to relevant bodies completed by Clerk at regulation 14 stage.  Tasks to be discussed and designated at next meeting to assist event organisation. |

**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**

tbc