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

**NEIGHBOURHOOD PLAN STEERING GROUP**

**Tuesday 14th of March 2023 at 7.30pm, Dowse Green Farm.**

MEETING MINUTES

**1 APOLOGIES**

Present:

Councillors: C Hopley, P Probin, S Aspinall, I Cundy, R Keys

Non- Councillors: C Farquharson, 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 stepping down: Alan Gresty, 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 06.12.22

**4 POINTS OF DISCUSSION**

|  |  |  |
| --- | --- | --- |
| Item | Discussion  | Action |
| Grant re-application  | Grant re-application submitted and received February 2023.Unable to move forward in process until confirmation SEA Screening Report Approval, consultation until 10/03/23GROUP REQUIRES A MEMBER TO WORK ON NEXT GRANT REAPPLICATION TO EXPEDIATE PROCESS AS SOON AS ABLE. | IC to liaise with Groundwork and Clerk to determine how to move forward with next application processChair to seek guidance from LH |
| Opportunity for Lord Cholmondeley to Review | Report has been provided to Estate Office to give to Lord Cholmondeley at next visit. | CH to follow up for comments |
| SEA Screening Report  | Chair emailed Cheshire East 13/03/23 for an update. | Chair to chase report. |
| Finalised Plan  | Plan emailed to Tom Evans (Cheshire East) 28/11/22 to commence consultation with statutory bodies. Confirmed receipt 28/11/22. Chased in January, and due to demand unable to return in the initial 3 weeks proposed, returned 22/02/23.Feedback provided based on policy guidance changes and recommendations, which potentially would be raised on submission. Referred to Cheshire In Action for Guidance, Lucy Hughes provided feedback.GROUP TO WORK THROUGH FEEDBACK AND TO AGREE CHANGES AND DISCUSS DESIGN POLICY SUGGESTION.  | Feedback worked through feedback and agreed changes.Chair to contact LH for guidance regarding key points and to update plan.CH & SA to go to Community AGM to highlight community responses regarding updating existing facilities  |
| Parish Website Updated regarding Neighbourhood Plan:   | Chair contacted Clerk 28/11/22 for Parish website updates as required prior to Regulation 14.Group members (SR, PP, CH) to provide and update regarding liaising with David.  We will require also the draft plan to be uploaded once we have completed amendments and link for feedback to be available. | SR to liaise with website designer to get this updated. |
| Online Survey | Group members SR RK to provide update on online survey from feedback questionnaire approved by Lucy Hughes | Draft shown, SR to work on finalising feedback questionnaire,  |
| Invitation Design | Group member SA to provide update on design | SA to complete once date finalised of event. |
| 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 ClubCatering OrganisationStands and Boards from previous event to be availableHow 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 pageWildlife Trust Report to be availableHistoric 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 available2. 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 email4. 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 FeedbackPoints 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 EvansAgreed 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. GROUP NOTED DELAYS FROMPandemic, and awaiting guidance for online meetings Cheshire Wildlife Trust ReportSEA Screening Report and Informal Feedback |

**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