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

**NEIGHBOURHOOD PLAN STEERING GROUP**

A meeting of the **Neighbourhood Plan Steering Group**

will be held on **Tuesday 30th of November 2021 at 7.30pm, Dowse Green Farm**

**MINUTES**

**Present:**

Councillors:, R Keys, C Hopley, P Probin, S Langton,

Non- Parish Councillors: C Farquharson, S Rutter

**1 APOLOGIES**

Apologies:

M Furze

**Absent:** J Hall, M Robinson, 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.

From previous meeting, absence process applied group confirmed 3 absences with no response for Matthew Robinson and James Hall that it would be assumed they would no longer wish to be part of group.

Chair to follow up with Izzy Cee and Sarah Aspinall who had expressed interest in joining group, to see if they wish too.

Chair confirmed email confirmation from C Nickson of resignation from group, group accepted resignation and thanked him for his work to date.

**3 MINUTES OF THE MEETING**

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

Minutes approved for 31.08.21.

**3.1 Matters Arising from either set of Minutes**

**4 POINTS OF DISCUSSION**

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| Item | Discussion | Action |
| Preparation and information for Cheshire Wildlife Trust | Members from group met with Cheshire Wildlife Trust to gain further information, the Trust will start with a landscape character survey and wildlife survey, agricultural soils, distinctiveness map and map further data. They have requested any birds or butterfiy surveys. | S Rutter to return to CWT and liaise with them for further guidance.  Members to provide S Rutter details on any bird surveys from community and those using the parish |
| Event Planning / Photos | Discussed format of plan and event, group agreed that photos from the Parish would be useful for the plan but also for wider community images. | Group continue to collate photos |
| Draft Documentation | Group discussed that until grant is available, there are parts of the plan that are unable to be completed, but work on draft as able. | Group to work on draft as able.  Chair to contact Clerk to determine if any extension with grant due to pandemic |

**5 ANY OTHER ASSOCIATED MATTERS**

Group also discussed the importance of an Estate representative been kept updated with the plan, C Hopley to determine if this was possible.

**6 DATE OF NEXT MEETING**

**TBC**

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