

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 31st of August at 7.30pm, Dowse Green Farm**

MINUTES

Present:

Councillors:, R Keys, C Hopley, P Probin, M Furze

Non- Parish Councillors: C Farquharson, S Rutter

1 APOLOGIES

Apologies:

S Langton, C Nickson, I Cee

Absent: J Hall, M Robinson,

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, M Furze and T Fennell stepping down.

3 MINUTES OF THE MEETING HELD ON 20th of April

3.1 Approval of the Minutes of the Steering Group

Minutes approved for 20th April 2021, 18th of May 2021.

3.1 Matters Arising from either set of Minutes

4 POINTS OF DISCUSSION

Grant Application Process:

Submitted 18/08/21, currently awaiting outcome.

Discussed creating working groups to focus on the following prior to grant application approval:

Item	Discussion	Action
Preparation and information for Cheshire Wildlife Trust	S Rutter discussed provided details from communication with Cheshire Wildlife Trust, to review whole parish area and any wildlife surveys from previous applications . Group discussed further guidance was needed from CWT on what information we need but also to see the outcome of what they will be able to provide.	S Rutter to contact CWT to determine when this is feasible to meet with them, and other members attend as an information sub group if able and feedback at next meeting.
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.	C Hopley and P Probin to start to collate photos and group to all try to take to see if they have photos from the list that was sent round.
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.

5 ANY OTHER ASSOCIATED MATTERS

Terms of Reference: Chair discussed the terms of reference, and group have elected S Rutter as Vice Chair, and M Furze for minutes completion.

With return to face to face meetings, group discussed apologies procedure, agreed that any apologies should be sent to Chair directly via email prior to the meeting.

Group agreed 3 absences to meetings with no apologies, would result in the group assuming the member no longer wishes to part of the group and would be removed from further communication. Any member with 3 consecutive absences with apologies, would be discussed by the group at their discretion.

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