

CHOLMONDELEY & CHORLEY NEIGHBOURHOOD PLAN STEERING GROUP

**MINUTES OF A MEETING HELD 20 APRIL 2021
(HELD REMOTELY VIA ZOOM)**

PRESENT:	Claire Farquharson	Chair
Parish Councillors	Councillor Roger Keys Councillor Sarah Langton Councillor Philip Probin	

Non-Parish Councillors	Chris Nickson Stacey Rutter	
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APOLOGIES:

Parish Councillors	Councillors A D Fennell and C Hopley	
Non-Parish Councillors	James Hall Matthew Robinson	Cholmondeley Estate Cholmondeley Estate

**1 DECLARATIONS OF INTEREST (PARISH COUNCILLORS) AND
CONFLICTS OF INTEREST (NON-PARISH COUNCILLORS)**

Members were reminded that as the Minutes of the Steering Group meetings were stand-alone documents, it was important that declarations, and conflicts of interest, were declared at each meeting and recorded so that members of the public could be assured that there were no undeclared interests at any meeting.

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

Councillor Roger Keys declared an interest on the basis that he was a tenant of the Cholmondeley Estate.

Stacey Rutter declared an interest on the basis that she was a tenant of the Cholmondeley Estate.

2 MINUTES OF THE MEETINGS HELD ON 15 SEPTEMBER 2020 and 20 JANUARY 2021

2.1 Approval of the Minutes of the Steering Group

RESOLVED: That the Minutes of the meetings held on 15 September 2020 and 20 January 2021 be approved as correct records.

2.2 Matters Arising

There were no matters arising from either set of Minutes.

3 POINTS OF DISCUSSION

The Steering Group considered the following matters:

- **Format of draft plan**

The Chair shared her screen with Members to enable all to view the first draft of the plan.

- **Content of grant application**

Lucy Hughes of Cheshire Community Action to be asked to quote for assisting in preparation/finalising of the grant application to Locality.

Quotations were required for (a) Cheshire Wildlife Trust (CWT) to carry out a bio-diversity study of the neighbourhood plan area; and (b) Cheshire Community Action, specifically Lucy Hughes' assistance in completing the grant application to Locality.

Councillor Keys offered to visit the CWT to discuss the possibility of sharing the wildlife survey which the Cholmondeley Estate had already commissioned.

- **Deadline Date for Submission of the Grant Application**

Funding for the year 2021-22 would not open until 1 April 2021, but the application for funding could be submitted prior to that date.

Councillors Sarah Langton and Roger Keys, together with the Clerk, undertook to review the grant application form, which had recently been up-dated by Members.

AGREED: That Councillors Langton and Keys, and the Clerk, arrange to meet to discuss the grant application form.

- **Venue for public meeting to share the Draft Plan**

It was suggested that the Bowling Club be booked as a venue for the consultation on the Draft Plan.

Tea/coffee and biscuits would be available. Councillor Keys undertook to contact the caterer from the Castle's Tea Rooms.

- **Traffic Survey**

The possibility of including a traffic survey in the Plan was discussed. The Chair indicated that she had already received a quotation for the survey.

4 DATE OF NEXT MEETING

There was no date set for the next meeting.¹

¹ Subsequently arranged for 7 July 2021