



# Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones44@btinternet.com

www.scgpc.org.uk

The inaugural meeting of the **Neighbourhood Plan Steering Group** will be held on **Wednesday, 16 March 2016** in the Village Hall at **7.15 pm**

To: Parish Council Members of the Steering Group

Date of issue: 9 March 2016

## AGENDA

### 1) ELECTION OF CHAIRMAN

The Steering Group is invited to elect a Chairman in accordance with the Terms of Reference adopted by the Parish Council at its meeting on 6 January 2016.

### 2) CO-OPTION OF VOLUNTEERS

The Steering Group is invited to co-opt volunteer members to the Steering Group, up to a maximum of 15.

### 3) DECLARATIONS OF INTEREST (PARISH COUNCILLORS) [STANDING ITEM FOR EACH AGENDA]

Parish Council Members are invited to make any declarations of interest. The Clerk can advise but the decision to declare, or not, is for the parish councillor to decide based on the particular circumstances.

### 4) CONFLICTS OF INTEREST (NON-PARISH COUNCILLORS) [STANDING ITEM FOR EACH AGENDA]

Non-parish councillors are invited to declare any potential conflict of interest which they may have in connection with the business of the Steering Group and in respect of any item of business on the agenda.

### 5) TERMS OF REFERENCE FOR THE STEERING GROUP

The Terms of Reference for the Steering Group are enclosed for information, unless Members wish to suggest any amendments to be recommended to the Parish Council.

### 6) APPOINTMENT OF SECRETARY

The Steering Group is invited to appoint a Member as minute-taker. This can rotate amongst all Members of the Steering Group, or one Member can take on the responsibility for the life of the Group.

To: Parish Council Members of the Steering Group  
(Councillors E Ankers, B Gibbs, K Gibbs and P Yoxall)

**7) IDENTIFYING THE AREA OF THE PLAN**

The first key task of the Steering Group will be to identify the proposed area which will comprise the Neighbourhood Plan area. Formal application needs to be made to Cheshire East Council by providing (a) a map of the area proposed; (b) a description of the area; and (c) reasons why the area is considered appropriate for a Neighbourhood Plan.

When this has been submitted, the Borough Council will publicise it on its website for consultation purposes prior to giving approval.

**8) FINANCE**

**8.1** Budget responsibility lies with the Parish Council. The Steering Group is invited to consider any funding which might be required. Requests for financial support can be submitted to the Parish Council as and when required.

**8.2** At a future meeting, the Steering Group might wish to draft a budget plan and consider making application for funding either from Cheshire East Council or Cheshire Community Action.

**9) PROJECT PLANNING**

The Steering Group will wish to consider preparing a project plan/timeline which will take into account, but will not be limited to, the following:

- Overall timeline (possibly two years) taking note of the various statutory consultation/ publicity periods
- Dedicated website for Neighbourhood Plan (?)
- On-going communication with residents
- Monthly updates to the Parish Council
- Requirements for the NP policies; eg, ecological surveys, housing needs assessment
- First consultation exercise to discover the aspirations of local residents
- Analysis of results
- Publication of results
- Preparation of draft plan
- Pre-submission consultation on draft plan (Regulation 14 consultation)

**10) PROFESSIONAL SUPPORT**

The Steering Group is invited to consider if at this stage, the services of a professional expert are required.

**11) FREQUENCY OF MEETINGS/DATE OF NEXT MEETING**

The Steering Group may wish to schedule regular meetings. An alternative is to agree a date at each meeting.