

Wolston Neighbourhood Plan
Minutes of Steering Group meeting 17th July 2018

	Action
<p>1. Apologies –Jessica Ramsay, Paul Simmonds, Caroline Payne, Dave Smith, Lesley Blay, Tim Harvey-Smith, Keith Francis.</p> <p>Tim Willis opened the meeting.</p>	
<p>2. Open Forum:</p> <p>No matters were raised.</p>	
<p>3. Routine Items: Minutes of Last: item 5d): The words ‘Strategic Environmental Assessment’ were changed to ‘Site Assessment’ in the meeting and then the minutes of the last meeting held 12th June 2018 were agreed as a correct record. A question was raised about the role of the ‘overall editor’ for the Neighbourhood Plan – TW clarified that this role is to ensure the completed plan has a consistent voice and style.</p>	GW 18/7/18
<p>4. Progress against project plan: TW went through the Highlight Report, which he presented at the public forum before the last Parish Council meeting. This records progress against the Project Plan and marks areas of concern. The main concern for this month is getting the grant application completed.</p>	
<p>5. Reports from Working Groups:</p> <p style="padding-left: 40px;">a) Finance TB reported that she has met the PC clerk to clarify what needs to be submitted for each part of the grant application, and is now waiting only on 2 more quotes for work on the website. She hopes to submit at least the basic grant application later this week, and then the technical grant application as soon as a quotation for that work is received from Neil Pearce of APS.</p> <p style="padding-left: 40px;">b) Housing: report circulated with the agenda and attached to these minutes.</p> <p style="padding-left: 40px;">c) Infrastructure: (and Economy): DS & CM still need to meet, but a quote has been received for the business questionnaire.</p> <p style="padding-left: 40px;">d) The Built Environment: & The Natural Environment: CM has submitted sections for each of these to the outline for the Neighbourhood Plan shared with Co-ordination Group members.</p>	<p>TB 20/7/18</p> <p>DS/ CM ?</p>
<p>6. Restructuring Steering Group and Co-ordination Group: RG spoke about his proposed changes to the Terms of Reference document. The changes formalise the proposal that the Steering Group make decisions based on advice and recommendations from the Co-ordination Group. RG went through a marked-up copy of the ToR showing proposed changes and those present raised points for consideration. \$3.5 – there was some discussion of the make-up of the Steering Group. Care will need to be taken that the membership of the SG represents as broad a cross section of the village community as possible.</p> <p>TB raised a query about changes in procedure at \$7.4; it was agreed that as our Finance lead, she only needs to abide by the rules in place at the time the grant application is made.</p> <p>\$7.5 Expenses: TB and RG will agree a form of words to align this paragraph with current PC financial procedures.</p> <p>When the changes described above are ready, a copy will be sent to NP of APS for his comment.</p> <p>All other proposed changes are acceptable to those present, changes will be circulated to all present and the usual mailing list by 9th August, ready for a vote on the ToR at the SG meeting on 14th August.</p> <p>We are grateful to RG for his work on these Terms of Reference.</p>	<p>RG/TB</p> <p>1/8/18</p> <p>GW 3/8/18</p> <p>GW 7/8/18</p>

<p>7. Steering Group Membership:- We need a broad membership. Word of mouth is likely to be a more efficient way of finding people. Kevin Payne suggested that we consider the various ways in which we would like the SG to be diverse – representative of housing areas, age, and so on.</p> <p>The CG will consider this at their next meeting on 24th July.</p> <p>All those present are encouraged to contact GW with names and contact details of anyone they consider appropriate to approach. GW will contact the churches, and the Women’s Institute secretary, and also talk to JRa to consider a plan for getting names for the SG and getting sufficient numbers along to the next SG meeting.</p>	<p>GW CG agenda 19/7/18 GW/JRa 19/7/18</p>
<p>8. Matters to report from the last PC meeting – there was no further discussion of NDP matters after the public forum time in which TW reported from the NDP wg.</p>	
<p>9. Any other Business:-</p> <p>(i) Local Green Spaces: RG had a call from NP’s assistant, asking for more maps, in particular she wants local names for each of the areas we wish to designate as a ‘Local Green Space’ , and a paragraph on each giving the reasons the space is important to the village and reasons for it to be designated. CM will provide some wording to introduce this matter, and circulate that with a list of the spaces to the CG and to all those here tonight, as well as putting the information of the Facebook page.</p> <p>(ii) Next SG Meeting: will be held on 14th August, the 2nd Tuesday, and not on the 7th as advertised on the agenda for this meeting.</p>	<p>CM 19/7/18</p> <p>GW 18/7/18</p>
<p>7. The next Steering Group: St Margaret’s Church Rooms, Tuesday 14th August 2018 7.30pm Co-ordination Group: 24th July 2018, 7pm at the Half Moon.</p>	<p>GW18/7/18</p>
<p>8. The meeting closed at 8.50pm</p>	

JR Jock Rainey; TW Tim Willis; RG Bob Grainger; GW Gillian Waddilove; TB Tracie Ball; JRa Jessica Ramsay CM Clare Malyon DS Dave Smith APS Avon Planning Services NP Neil Pearce.