

Wolston Neighbourhood Plan
Minutes of Steering Group meeting 12th February 2019

NUM as per PC sys	Num in error		Action
Open Forum	Open Forum:		
	a)	LW asked why the matter of the meeting with Godfrey Payton (agents for the Wilcox Trust), their advisers on possible development, and the PC, the Allotments Association and the NDP Team was not included on the Agenda. Clare Malyon, acting chair, explained that Jock Rainey had attended this meeting on our behalf; that there was little to report; that there is to be a further meeting and a site visit; and that the PC had asked for the matter to be treated with discretion until more is known about any proposal.	
	b)	LW asked for clarification of names of the voting members of the SG. There are 11, Jock Rainey (chair), Clare Malyon (vice-chair), Lesley Blay, John Church, Sonya Cross, Wendy Gilsonan, Roger Ingles, Dave Smith, Graham Tyler, Tim Willis, Laurie Wright. 3 of these, CM, DS, TW are also members of the Co-ordination Group, along with Tracie Ball, Bob Grainger, Jessica Ramsay & Gillian Waddilove.	
	c)	Kevin Payne queried why some supporters had not received any email from the NDP team since September. This is an error by the secretary concerning changed lists on the email service, and will be corrected.	GW 19/2/2019
18.35	19.01	<p>Apologies and acceptance of reasons for absence: Apologies were received from John Church (SG), Jock Rainey (Chair, SG), Tracie Ball, Jessica Ramsay, Tim Harvey-Smith,</p> <p>Present Roger Ingles (SG), Clare Malyon (SG), Dave Smith (SG), Graham Tyler (SG), Laurie Wright (SG), Tim Willis (SG)(project manager), Sonya Cross (SG), Debbie Pritchard, Gillian Waddilove, Paul Jennings, Lesley Blay (SG), Bob Grainger, Kevin Payne.</p>	
18.36	19.02	Declarations of interest in items on the agenda – none were made.	
18.37	19.03	Minutes of the last meeting of the Steering Group held 11 th December 2018 were circulated: it was proposed by LW, seconded by RI and agreed that this was a true record and signed.	
18.38	19.04	<p>Proposed change to the sequence of meetings: TW apologised profusely for the sequence of events that led to the PC being asked to approve a 'Call for Sites' before a meeting of this group was convened to consider it. To avoid such situations in future, and to allow time for any matter the Steering Group wishes to refer to the PC agenda to be considered then put forward for that agenda, it was proposed that SG meetings take place on the Tuesday of each month that falls 9 days before the first Thursday of the following month (PC meeting due on that day). Dave Smith proposed, Laurie Wright seconded and the proposal was agreed by all SG members present.</p> <p>This change will mean a second SG meeting this month, on 26th February, and it was agreed to change the time to 7pm from 7.30pm. CG meetings will usually happen on the second Tuesday of each month, to hear reports from the PC and to recommend actions to the SG.</p>	<p>GW organise changed bookings 19/2/2019 Jra change posters 19/2/2019</p>

18.39	19.05	<p>Progress against the Project Plan: TW, Project Manager, will report more fully to the next SG meeting. He commended the large amount of work being undertaken in particular by RG, CM and DS in their areas of responsibility but in particular getting the detailed work around the 'Call for Sites' progressed in a timely manner.</p> <p>RG passed on advice from NP of APS: NP stressed that with regard to site assessments and potential site allocation for housing we needed to be cautious and be very inclusive, and rather than demonstrate and provide evidence for why we had included sites for assessment and potential allocation we should demonstrate and provide evidence why we have not included sites for assessment and potential allocation. This is to avoid a formal challenge from those who may want their sites to be considered for development, although it is recognised that this potentially greater number of sites which may need to be considered for housing may make the public consultation sessions more difficult, and the site assessment bill more expensive.</p> <p>LW asked about funding for any additional site assessments needed as a result of the 'Call for Sites' – TW repeated the summary given in the briefing note that our Finance Officer confirmed there is enough for the potential extra assessments in the NDP grant funding.</p> <p>LW asked about work on 'Local Green Spaces' CM replied that this work will continue in parallel with the 'Call for Sites work' throughout.</p>	
18.40	19.06	<p>Report back from PC meeting: The Parish Clerk has confirmed that the PC were agreed that the Local 'Call for Sites' should proceed, with a closing date of 22nd March. (PC Minute 18.181a).</p> <p>NOTE: The SG Chair and the Project Manager agreed that the SG should be informed and asked for their agreement before the PC discussed the matter. The document explaining the need for a Local Call for Sites and process for it was circulated to all Steering Group members either electronically or by hand on paper, on 31st January 2019 asking that they respond with their agreement or otherwise to the Local Call for Sites; 9 members responded by email (7) or phone message (2) expressing agreement, before the Parish Council meeting.</p>	
18.41	19.07	<p>Any Other Business:</p> <p>a) agenda for next SG meeting – TW asked for any suggestions for agenda items as we are in a new schedule of meetings.</p> <p>b) LW asked whether new nominations for Local Green Spaces can be made while the Call for Sites is going ahead – RG confirmed that new nominations for LGS can continue to be made up to the Draft NDP is ready.</p> <p>c) Business Questionnaire: Dave Smith confirmed that the papers for the Business and Employment Survey will go to print soon and be ready for distribution. Volunteers were sought to deliver these to local businesses; CM recorded the offers made in the meeting.</p> <p>The closing date for both the Call for Sites and responses to the Business and Employment Survey is 22nd March 2019.</p>	
		<p>The meeting closed at 8.35pm. Next meetings: CG 19th February, 7pm, venue to be confirmed. SG 26th February 2019, 7pm at the St Margaret's Church Rooms.</p>	GW 15/2/2019