

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 16th April 2019, 7pm
Held at Parish Council Office

Present: Tracie Ball (Finance), Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Jessica Ramsay (Comms & Engagement, Community Sports & Leisure), Dave Smith (Infrastructure & Economy), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair).

1. **Minutes of previous meeting:** Minutes of the meeting held on 19th March 2019 were circulated and agreed as a correct record (with correction of place of meeting).

2. **Working Group Updates and headlines:**

Project Manager: RBC visit to last SG very positive from our side and theirs.

TW had circulated to some a list from work contacts of Plans in the making from Stratford DC's NDP officer; RG said RBC is not appointing a specific NDP officer, nor providing dedicated website support for NDPs in the Borough, where Stratford (and Warwick) seem to have both.

Housing: 1: wg proposing allocation of 3 sites for housing, and has discussed them with NP who has carried out the site assessments. RG has reviewed the draft site assessments and has sent NP information on corrections and comments. All corrections were accepted and the comments will be kept for Housing wg's use.

2: On the 15 sites put forward in the call for sites, RG reports that several are in the Green Belt and thus cannot be taken forward by an NDP and must wait for the next RBC Call for Sites. These sites will be shown as 'Excluded' with an evidence paragraph to support this. (N.B.: The only case where an NDP may propose development on a Green Belt site is for affordable housing on a 'Rural Exception Site'. With regard to the derelict garage site to the west of Manor Estate a number of neighbouring land owners have put forward some of their garden for consideration to provide extra land to potentially provide a larger site for development ; RG proposed that NP be asked to assess those small sites adjacent to the garages to go forward for housing with the garages site: all agreed.

RBC has a meeting arranged with PCllrs re the garages site on 17th April.

3. RG has a deadline of 30th April to have draft Housing policies ready for the Plan, and this may slip by a week. Policies are almost agreed by his group.

Allotments: we discussed what the NDP team position should be, and agree to continue with seeking Local Green Space designation.

Environment wgs: work proceeding well; draft policies ready; some slippage on character assessments; Tree Charter – CM needs further discussion with Caroline Payne, so we will not take this on the agenda for SG next week.

Infrastructure & Economy: Business Survey: results received and circulated to those who completed it requesting this. *(Later DS agreed that results could be circulated to SG members and CG members.)*

DS now clear to develop policies; he is arranging to meet to agree the wording of a draft by early /mid-May.

Communications & Engagement: JRa needs to finalise a date for public meetings and is looking at the end of May / beginning of June. RG / CM / DS need to finalise layers required on maps, before placing the order, and they need to get the maps ready for those meetings.

3. **Finance:** TB has only to gain sight of one invoice, to report to Locality on use of grant funding, and hopes to report to them in the next week. Next task is to explore further grant funding.

4. **Steering Group Agenda:**

Open forum;

Regular business;

Highlights of progress against the updated Project Plan;

Update the SG on deadlines for presentation to them of material for the Plan.

AOB

6. **Next Steps:** TW proposed that we decide on which meeting of the SG to present material on policies for their agreement. It was agreed we will give them draft policies in late June, for substantive agreement in July and then to the PC in August.
For the next CG (mid-May) we need draft policies ready to send to Neil Pearce for comment.

TW check
deadlines
for docs
with PC
Clerk

7. There being no further business, the meeting closed at 8.15pm.

Dates of next meetings:

SG: Tuesday, 23rd April 7.00pm in the St Margaret's Church Rooms;

and 28th May 2019 7.00pm in the St Margaret's Church Rooms

Next PC is on Thursday 2nd May.

Next CG: 14th May 7pm in the Parish Office.

GW collect
keys

RG arrange
Access &
keys