

**Wolston Neighbourhood Plan**  
**Minutes of Steering Group meeting**  
**St Margaret's Church Rooms - 7pm 23<sup>rd</sup> April 2019**

NUM		Action
<b>Open Forum</b>	<p>No matters were raised by members of the public. LW asked that there be a Finance report on each SG agenda, to enable members to monitor spending. LW also asked for a record of correspondence to be presented at each meeting. It was agreed that these 2 items will be included; TB will show GW a correspondence record for the PC to show what is required. All SG &amp; CG members are reminded that all email on NDP business should be copied to the <a href="mailto:ndp.wolston@yahoo.co.uk">ndp.wolston@yahoo.co.uk</a> address for the archive.</p> <p>GT asked about the situation with the Allotments. TW: the NDP team is holding to their position of applying for Local Green Space status. GT asked about the ownership and lease for the allotments: the PC has a lease renewed 6-monthly with the Wilcox Trust. Any further discussion of this matter is more appropriate at Parish Council meetings.</p>	TB /GW 21/5/19
<b>19.01</b>	<p><b>Apologies</b> were received from Caroline Payne, Debbie Pritchard, Jessica Ramsay, Lesley Blay (SG), John Church (SG), Sonya Cross (SG), Wendy Gilsenan (SG), Clare Malyon (SG), Jock Rainey (SG), Dave Smith (SG).</p> <p><b>Present:</b> Roger Ingles (SG), Graham Tyler (SG), Laurie Wright (SG), Tim Willis (SG) (project manager), Bob Grainger, Tim Harvey-Smith, Kevin Payne, Gillian Waddilove. Tim Willis acted as chair for the meeting.</p>	
<b>19.02</b>	<b>Declarations of interest in items on the agenda</b> – None were made.	
<b>19.03</b>	<b>Minutes of the last meeting</b> of the Steering Group held 26 <sup>th</sup> March 2019 were circulated: it was proposed by LW, seconded by Bob Grainger and agreed unanimously that this was a true record, and signed.	
<b>19.04</b>	<p><b>Progress against the Project Plan:</b> TW ran through the updated Project Plan, highlighting deadlines that are approaching. The events for the public are provisionally booked for 7/8 June, in the Village Hall. These will form a non-statutory consultation; TW will talk to NP of APS about what is to be put forward then. The team hope to have a draft Plan to put before the PC in August, to go for statutory consultation in September / October of this year.</p> <p>LW expressed thanks to all those working on the Plan for their efforts in bringing the drafting to this stage, in line with the Project Plan.</p> <p><b>Housing:</b> RG has the content of the Housing policies for the Plan assembled, and will consult NP on that. The site assessments for the 3 sites originally put forward for assessment are complete. NP has been instructed to do assessments on those sites put forward in the Local Call for Sites that are for the NDP team to consider.</p> <p><b>Economy &amp; Infrastructure:</b> Results of the Business and Employment Survey are available, and DS is now working on policies for this area.</p> <p><b>Environment:</b> policies are drafted, work continues on the character assessment.</p> <p><b>Finance:</b> the statement of final spend for 2018/19 will be prepared when the PC Clerk returns from holiday. TB will report to Locality on use of the grant monies in the next 2 weeks. The next tasks are to finalise the planned spend for 2019/20, and then to apply for grant funding.</p>	

19.05	<p><b>Tree Charter:</b> CM not present, and needs further discussion with Caroline Payne. It has been proposed that the Arboricultural Officer for the Borough be invited to visit Wolston, to check on all the significant trees in the village. LW expressed concern about cultivation in the Grove field, very close to the ancient trees. CP has been aware of this, and has checked that both are registered as significant. The Arboricultural Officer will be asked to advise.</p>	
19.06	<p><b>Next Steps: Milestones:</b> TW confirmed that the Co-ordination Group is aiming to bring drafts of policies to the SG's meeting in late June, to be forwarded for a 'health check' to RBC and brought to the SG in July for agreement and forwarding to the PC in time for their August meeting.</p>	
19.07	<p><b>Any Other Business:</b> LW asked whether there is to be a section on 'Aspirations' in our Plan. TW responded that this is a good way to include references to Transport issues, among others, for which the Plan is not able to make policies.</p> <p>The meeting closed at 7.35pm.</p>	
	<p><b>Next meetings:</b> CG 14<sup>th</sup> May, 7pm, Parish Council office at the Baptist Church. 28<sup>th</sup> May 2019, 7pm at the St Margaret's Church Rooms.</p>	SG