

**Notes of the Neighbourhood Plan
Community Steering Group Meeting
Monday 15th December 2014**

Present – Phil Baker (Chair), Cllr Trish Derragh, Cllr James Wilkie, Cllr Pat Hughes, Mary Eveleigh, Richard Nickson, Terry Nolan, David Wallace, Robina Hetherington.

In attendance – Peter Hamilton (Cass Associates), Nicky McMahon.

		ACTION
01.	Apologies for Absence Robin Hughes	
02.	Declarations of interest None	
03.	Matters arising from the meeting held on 20th October 2014. The notes were approved subject to the following amendments. Item 06 c) – It was agreed that the CSG would not take Adactus or Plus Dane up on their offer to include a press release in their current newsletters but will next time.	
04.	Housing Developments at Boundary Park and the former dairy site on Liverpool Road. PB informed the group that he had recently attended the CWaC planning committee meeting ref Boundary Park. There was some discussion over the points raised at the meeting. Re former dairy site – PB has logged a personal comment in support of the development. Due to negative comment from CWaC Planning Officers CWaC Cllr Andy Williams has 'called it in'.	
05.	Draft NP document and Town Council Meeting to be held on 16th December 2014. The document, together with the draft Sustainability Assesment Report, are on the agenda for the Full Council Meeting on 16.12.14. and PB will address the committee. There was some discussion on how to get the information to all relevant parties during the consultation period. (see item 7.)	

	<p>RH expressed concern about, in her opinion, possible conflicting statements in the document re: green belt. PH confirmed that the wording conforms with planning policy.</p> <p>Members of the CSG were invited to email any concerns or comments during the consultation period and these would be filed and considered together with all other responses.</p>	ALL
06.	<p>Health Check Report & Consultation Draft Document.</p> <p>There was discussion over the Health Check report. It was decided that the CSG would consider anything relevant in the report together with any other responses during the consultation period.</p> <p>PB – to chase on the briefing note from Planning Aid.</p>	PB
07.	<p>Consultation Programme and Future Timetable</p> <p>There was discussion over the consultation programme and the future timetable and the following points and suggestions were made;</p> <ul style="list-style-type: none"> • The intended start date for the consultation period – 9th January, may need to be put back a few weeks. • There is an initial list of 20 organisations who need to receive a copy of the Consultation Draft, perhaps electronically • It was discussed that a draft copy needs to be sent to local businesses, schools, shops etc... However it was agreed that there is no resource available in the current NTC admin staff's hours to compile the list. • There needs to be agreement on the method to decide who should be on the list to receive a copy. • The responses need to be standardised • The response form and Consultation Document & Sustainability Assessment Report to be available on the website • It was suggested that A4 posters be made to display on notice boards, shop windows etc. • A list of 'hard to reach' groups needs to be made – this may include some of the groups on ME's list 	<p>JW/TD/PH</p> <p>NM (TD)</p> <p>PB/JW/DW/RN</p> <p>NM (TD)</p> <p>PB/JW/DW/RN</p> <p>ME</p>

	<ul style="list-style-type: none"> • Adverts to be placed in local newspapers, AboutmyArea etc.. • A second batch of printed Consultation Documents may need to be ordered. • Direct contact with Schools etc.. needs to be made. <p>In short it is essential that the CSG can demonstrate that a full consultation has taken place.</p> <p>NM – to set up a file for all responses.</p> <p>It was requested that Cass Associates design a response form that will be available both in hard copy or electronically via a link to the website.</p> <p>The Town Hall has been provisionally booked for 3 drop in sessions from 9.30am until 2.30pm on the following dates; Friday 16th January Saturday 31st January Friday 6th February</p> <p>It was decided that the logistics of the timetable and programme needed further discussion. PB, JW, RN and DW arranged to meet on the afternoon of 17th December to discuss the matter further.</p>	<p>PB/JW/ DW/RN</p> <p>PB/JW/TD PB/JW/ DW/RN</p> <p>NM</p> <p>CASS</p> <p>PB/JW/ RN/DW</p>
<p>08.</p>	<p>Wording for the invitation to ‘Thank you’ event on 16.1.14</p> <p>The wording for the invitation was agreed.</p> <p>TD and NM will arrange for the invitations to be sent out by email.</p>	<p>TD/NM</p>
<p>09.</p>	<p>Dates for 2015 meetings</p> <p>Phil Baker gave out a list of dates for the 2015 meetings;</p> <p>19.1.15 (apologies from Terry Nolan) 23.2.15 23.3.15 27.4.15 18.5.15 15.6.15 (apologies from Terry Nolan)</p>	