

**DRAFT - Notes of the Neighbourhood Plan
Community Steering Group Meeting
Monday 23rd February 2015**

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

In attendance – Nicky McMahan.

		ACTION
01.	Apologies for Absence Peter Hamilton, Mary Everleigh	
02.	Declarations of interest None	
03.	<p>Matters arising from the meeting held on 19th January 2015. The notes were approved and the following updates given by PB;</p> <p>Item 03 (Item 06) – Nothing has been heard from planning aid. No further action is to be taken.</p> <p>Item 04 – All leaflet and poster drops have now been completed.</p> <p>JW reported that he had put a box for responses into the Library, but so far none have been received.</p> <p>Burton and Willaston Parish Councils are still to be contacted.</p> <p>All agreed letters and emails have also been sent.</p>	PB/JW
04.	<p>Evidence base of those contacted for consultation.</p> <p>ME, TD, & PB have provided details of those they have contacted. All other CSG members are requested to provide a list also.</p> <p>It was agreed that there should be a cut off date for letters/emails to be sent.</p> <p>The unemployed and young mothers group at NCYC are still to be contacted.</p>	<p>ALL</p> <p>JW</p>

	TN volunteered to contact any further groups if required.	
05.	<p>Analysis of responses and timetable for completion of work.</p> <p>RH has produced a spreadsheet of responses so far. This is grouped by policy. This will be completed by the 28.2.15.</p> <p>Any further email responses are to be emailed to RH</p> <p>There was much discussion about the comments received so far and the following general points were raised.</p> <ul style="list-style-type: none"> • Grammatical errors would not be tabled • Some aspects may be too vague • It should be clear what the aspirations are • Clarification is need form PH as to what are proposals and what are aspirations • Clarification is needed from PH as to how generic policies can be • A Glossary of terms is needed • Clarification is needed on the point, if no comment means the public are in support of the policy, as there is no actual evidence of this • Advice is needed as to whether points can be added into the plan following comments from the public. • Only a handful of points require a decision • The CWaC definition of Affordable housing and Social housing is needed • Maps cannot be viewed online, this needs to be resolved • There are other key points to check with PH and many points need clarification <p>The main policies responses raised for further discussion where;</p> <ul style="list-style-type: none"> • Additional rail halt • Wirral Way bridge at Station Road Parkgate • Additional parking and speed limit in Parkgate • Retail units on the Clayhill estate • Businesses in Brook Street • Cycle Lane on A540 	<p>RH</p> <p>NM</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>TD</p> <p>PH</p> <p>PH</p>

	<p>There are 2 further meetings for analysis booked on; Monday 2.3.15 10.00 – 12.00 Tuesday 10.3.15 19.00 – 21.00</p> <p>All who are able to attend either of these meetings are requested to check the spreadsheet produced by RH and 'come prepared' with Responses. Anyone who is not able to attend is requested to email their comments to RH in time for these meetings.</p> <p>Once this process is completed a report will be produced for NTC, detailing comments supported and those not supported. This will be presented to the Full Council at the extraordinary meeting on 25.3.15 6.30pm at NCYC.</p> <p>The re-drafting exercise will then commence providing NTC agree with the CSG report.</p>	ALL
06.	<p>Date of next meeting Monday 27.4.15 7.00pm to 9.00pm</p>	