

**Notes of the Neighbourhood Plan
Community Steering Group Meeting
Monday 18th May 2015**

Present – Phil Baker (Chair), Cllr James Wilkie, Robina Hetherington, Robin Hughes, Mary Eveleigh, Trish Derraugh.

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

		ACTION
01.	Apologies for Absence Pat Hughes, Terry Nolan, Richard Nickson, David Wallace	
02.	Declarations of interest None	
03.	<p>Matters arising from the meeting held on 23rd February 2015. The notes were approved and the following updates given by PB;</p> <p>Item 04 – Puddington Parish Council, which covers Burton, has now been contacted and PB is awaiting a response. Although it is now too late to include their comments it was felt that a copy of the Neighbourhood Plan should be sent to Both Puddington Parish Council and Willaston Parish Council as a matter of courtesy.</p> <p>It was noted that although Trish Derraugh and Pat Hughes are no longer Councillors the CSG would be pleased to retain their presence. Cllr Wilkie said that further 2 NTC Cllrs will be invited to join the CSG.</p>	<p>PB</p> <p>JW</p>
04.	<p>Review of the submission Neighbourhood Plan Document. PH explained the changes that had already been made to the draft document. PH then went through all the remaining queries/comments and asked the CSG for feedback to resolve them.</p> <p>As a result of some of the comments the CSG requested that it is re-checked as to where the Green space information came from.</p>	<p>PH</p>

	<p>Some of the comments need to be logged as important evidence.</p> <p>The CSG asked that a general acknowledgment of the help given by all NP volunteers be included in the updated version.</p> <p>Clarification is needed regarding the 2 conservation sites near to the Harp.</p> <p>PH confirmed that all other points have now been take into consideration and included in the revised plan.</p> <p>All decisions regarding the remaining minor points will be made via electronic discussion and delegated authority is given to PB to sign off the final decision. A deadline date will be given for all responses.</p> <p>JW suggested that a yearly review of the NP take place at the Annual Meeting of the Council with an extraordinary meeting being held on the fifth year.</p> <p>The revised plan should be ready within a week however the sustainability appraisal needs to be updated.</p> <p>The Condition Statement needs to be re-written. The Consultation Statement needs to be updated. Evidence of Consultation needs to be updated.</p> <p>All documents need to be presented to NTC for approval once completed. An extraordinary meeting will be arranged to do this.</p> <p>CSG has the responsibility to produce an "Evidence Report ". Consequently all CSG members are requested to review their notes and copies of previous minutes etc., and, in particular, notes from Task and Finish Groups, and forward examples of evidence to Phil ASAP. This evidence will then be compiled into a report with a short covering page.</p>	<p>PH</p> <p>PB</p> <p>ALL/PB</p> <p>PH</p> <p>ALL</p> <p>JW</p> <p>ALL</p>
<p>05.</p>	<p>Review and approval of the report by Robin Hughes.</p> <p>PH commented that a column to show the action taken should be added to the document.</p> <p>The document now needs to be updated to reference</p>	

	<p>the amended NP. The CSG was asked to look at the document and give RH there suggested changes as soon as possible and before the next meeting. PB was given delegated powers to make a final decision if there are conflicting comments. The Consultation Statement cannot be re-written until this report has been completed.</p>	All
06.	<p>Review of consultants fee PB explained the circumstances for Cass Associates requesting additional monies. The CSG recommended that the proposal go to NTC P&E Committee.</p>	
07.	<p>Date of next meeting Monday 15th June 7.00pm to 9.00pm</p>	