

**DRAFT - Notes of the Neighbourhood Plan
Community Steering Group Meeting
Monday 15th June 2015**

Present – Phil Baker (Chair), Cllr James Wilkie, Robina Hetherington, Robin Hughes, Trish Derragh, Pat Hughes, Cllr Pete Eccleston.

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

		ACTION
01.	Apologies for Absence Terry Nolan, Richard Nickson, David Wallace, Mary Eveleigh.	
02.	Declarations of interest None	
03.	<p>Matters arising from the meeting held on 18th May 2015. PB welcomed Cllr Eccleston to the Group.</p> <p>The group were concerned to hear that DW is seriously ill.</p> <p>The notes were approved and the following updates given by PB;</p> <p>Item 03 – PB is still struggling to contact Puddington and Willaston Parish Councils. The group suggested he contact Myles Hogg the CWaC Cllr for Willaston. Graham Bench has also provided email addresses but the Willaston email failed.</p> <p>Item 04 – PB reported that these actions points were included elsewhere on the agenda.</p> <p>Item 06 – PH reported that the payment had been approved but they had not yet received anything in writing. JW will speak to the Town Clerk to organise this.</p>	<p>PB</p> <p>JW</p>
04.	<p>NP Status Report PB reported that Graham Bench had advised that NNH2 be taken out. However PB had requested that something be left in as the public had concerns over insufficient development of affordable housing. PH has now re-worded this to cover the concerns.</p> <p>JW raised the issue of Housing for older people and the</p>	

	<p>fact that this had recently had a lot of press coverage. He suggested that CWaC should be encouraged to push for smaller housing. PH advised that this point is covered in Part 2.</p> <p>RH raised the issue of the Parkgate Visitors Centre. PH advised that this item is covered in NNT2 sub policy B.</p> <p>PH raised an issue of the definition of Local Green Space, he reported that he had carried out an analysis of all Green Spaces to reduce the number of areas designated as Local Green Space to approximately 7. The remainder are now designated as Amenity Green Space. He advised that as long as evidence is provided to support the selection there is no reason why this can't now move forward.</p> <p>PB asked the committee for any further changes before signing the report off. No further points were raised. PB Agreed to sign off the NP Status Report and this was seconded by JW.</p> <p>Graham Bench is revising the Sustainability Appraisal and this should be ready by the end of the week.</p> <p>PH is working on the Condition Statement and this should be ready by the end of next week.</p>	<p>PH</p>
<p>05.</p>	<p>Evidence Report</p> <p>PB stated that he was disappointed by the lack of response from members of CSG. He had only received a piece of work from ME. As a result he was struggling to produce the report. However the introduction had been written.</p> <p>There was some discussion over the format of this report and it was decided that it should be a quick reference report including a compendium of the references used, and including references to extracts from relevant documents that were in the public domain.</p> <p>PB requested that all evidence information be sent to him and he will pull all information together into the report.</p> <p>PH will review the report once it is ready</p>	<p>All/PB</p> <p>PH</p>
<p>06.</p>	<p>Consultation Report</p>	

	<p>RH has been working on this reported but asked for assistance to improve it. So far he has only had help from JW. RH will continue to work on the report until completion.</p> <p>The report will be submitted as an appendix to the NP</p> <p>PH will review the report once it is ready</p> <p>PB was given delegated powers to make decisions on all documents should there be any conflicts.</p> <p>The CSG agreed a deadline date of MONDAY 6th JULY for completion of all 5 reports.</p> <p>Once all 5 reports are completed they will need to go to NTC for approval. It is possible that this may result in some changes to the NP.</p> <p>JW to speak to the Mayor to arrange a suitable date for the meeting with NTC. Possibly W/C 3.8.15</p> <p>35 copies of all 5 reports will be required. NM will arrange for these to be done with an outside company due to the size of the documents.</p> <p>Once NTC have approved the documents the NP will be sent to CWaC for a 6 week consultation.</p>	<p>ALL/RH</p> <p>PH</p> <p>PB</p> <p>ALL</p> <p>JW</p> <p>NM</p>
07.	<p>Additional Projects report to the Town Council</p> <p>JW suggested that the 2 reports should not go to NTC together. There was some discussion over this and the group decided that all 5 NP documents should be presented to NTC first. Followed by a subsequent meeting to present the additional projects report to NTC with ideas for NTC to take forward.</p> <p>It was suggested that a smaller group put this report together to take back to the full CSG before presenting to NTC.</p> <p>TD stressed that all wards should be represented on this smaller group.</p>	
07.	<p>Date of next meeting</p> <p>Thursday 16th July 7.00pm to 9.00pm at NCYC</p> <p>NM sends apologies in advance for this meeting.</p>	

The meeting closed at 8.35pm