

**MINUTES OF THE MEETING OF WOLSTON NEIGHBOURHOOD PLAN STEERING GROUP
HELD AT ST MARGARETS CHURCH ROOM ON TUESDAY 28th SEPTEMBER 2021 AT 7.00 PM**

PRESENT

Steering Group: Mrs Clare Malyon (Project Manager), Mr Tim Willis (Project Manager) Mr Roger Ingles, Mr Paul Jennings, Mr Graham Tyler, Mr Kevin Payne and Mr Laurie Wright.

Co-ordination Group : Cllr Miss Tracie Ball and Mr Robert Grainger.

Plus: Mrs Maria Meede (Minutes Secretary).

OPEN FORUM

Mrs Malyon opened the meeting, welcomed everyone and advised she would be chairing this meeting.

A query was raised about the fact that the NDP was not fully recognised in the Allotments Land appeal. Mrs Malyon confirmed that as soon as the planning application had been submitted, APS had advised the CG to remove details of the allotments land. Mr Willis stated that only outline planning permission had been granted at this time, and what is agreed in 'reserved matters' is down to RBC and the applicants.

1. APOLOGIES FOR ABSENCE

The apologies of Mr Jock Rainey (Chair), Mrs D Pritchard and Mrs Lesley Blay were accepted. Mrs Malyon agreed to write to Mrs Pritchard to thank her for all her work to date on the NDP, and to wish her well with moving house.

2. DECLARATIONS OF INTEREST (existence and nature) for items on the Agenda

Mr Willis declared an interest due to being a Borough Councillor.

Mrs Malyon advised that members could declare an interest later in the meeting should this become apparent for any agenda item.

3. APPROVAL OF MINUTES FOR 27TH APRIL 2021

All members of the NDP Steering Group had been given the opportunity to review the minutes of 27th April 2021 prior to the meeting, along with notes from meetings that had been held informally via Zoom.

Following a brief discussion Mr Wright proposed approving the minutes, which was seconded by Mr Ingles and the motion was passed.

RESOLVED: The minutes of the Steering Group meeting held on 27th April 2021 were approved for adoption by those who had been present at the meeting.

4. CORRESPONDENCE

There was no correspondence to note.

5. VICE-CHAIR/PROJECT MANAGER REPORT

Mrs Malyon confirmed she had attended the last few Parish Council meetings and there had been no challenges. She advised that the SG meetings would once again become formal and regular, with the October and November meetings already booked in the Church room. There will be no meeting in December as usual.

6. FINANCE

Cllr Miss Ball confirmed that apart from the room bookings there had been no expenditure. She reminded everyone that if any spend is required for anything it needs to be approved prior to the money being spent, and she should be advised as soon as possible.

7. CG CHAIR: REPORT ON PROGRESS AND THE NEXT STEPS

Mr Willis confirmed he is still the CG Chair and will still be actively involved with the NDP, but that Mrs Malyon is now the Project Manager and will be fronting the project. He then advised that the report back from APS about the latest draft of the Plan was extremely positive and he congratulated all those who had been involved. He thinks that with a few more tweaks and editing, the Plan should soon be ready for Regulation 14. Mr Willis then advised that the Plan is very much 'on track' and an update was given in relation to the work required on the larger sections of the Plan.

Mr Ingles asked some questions about the NDP document that he had found confusing, and also noted that there was a lot of repetition in the document. It was generally agreed that the document could be more 'reader friendly' as there is a lot of technical information in the document, although it was appreciated that a lot of this

information is required. It was suggested that an abbreviated summary/executive summary would be a good way to address some of the issues, and it was also confirmed that editing of the document was still to take place (which would include ensuring as much of the document as possible was in 'plain English'). Another suggestion was having a brief summary of each chapter, so that readers knew what to expect, and all of these suggestions were welcomed. Mr Willis asked that everyone send their comments and queries to the NDP email address, so that all feedback could be reviewed and taken into account.

8. RESOURCE ASSESSMENT

A discussion took place about timescales, and the work left to be carried out. All members had received a copy of the tasks list, which detailed everything that had to be done before the document was submitted. Cllr Grainger confirmed this was a working document, and many tasks were currently in hand. The outstanding tasks were discussed, and the fact the list looked quite daunting, but SG members agreed to look through the list after the meeting and advise Mr Willis if there were any tasks they thought they could assist with or manage. It was then suggested that the CG members may take responsibility for certain sections and then ask for assistance from SG members where required.

9. ANY OTHER BUSINESS

Mr Wright wished for it to be recorded that this had been a constructive and positive meeting, and he said credit should be given to those doing the work, as he thought they were doing an exceptional job.

As there were no further items for discussion, Mrs Malyon thanked everyone for attending, and closed the meeting at 8.10pm.

The next SG meeting is due to take place on Tuesday 26th October 2021 at 7pm in St Margarets Church Rooms. A further meeting is then scheduled for 23rd November 2021.