

**Wolston Neighbourhood Plan
Minutes of Steering Group meeting
Via 'Zoom' 7pm 28th April 2020**

NUM		Action
Open Forum	No items were raised.	
20.01	<p>Apologies were received from Cllr Sonya Cross (SG), Lesley Blay (SG), Wendy Gilsonan (SG), Clare Malyon (SG) (vice chair), Caroline Payne, Debbie Pritchard (SG), Cllr Laurie Wright (SG).</p> <p>Present: Cllr Tracie Ball, Keith Francis, Cllr Bob Grainger, Roger Ingles (SG), Cllr Tim Harvey-Smith, Paul Jennings, Kevin Payne, Jock Rainey (SG) (Chair), Graham Tyler (SG), Gillian Waddilove, Tim Willis (SG) (Project Manager).</p>	
20.02	Declarations of interest in items on the agenda – none were made.	
20.03	<p>Minutes of the last meeting of the Steering Group held 25th February 2020 were circulated. TB moved approval, seconded by RI, agreed unanimously that this was a true record, and the minutes were signed.</p> <p>Re minute 19.78 of the meeting held on 25th February 2020, GW will circulate the draft version 1.632 to all SG members.</p> <p>Re minute 19.79, Listing of Allotments Site, Cllr TB is still consulting locally.</p>	GW 30/4/2020
20.04	Correspondence Received: a list is appended. The document 'Changes to Neighbourhood Planning due to COVID-19' was circulated to all CG & SG members.	
20.05	Finance: Cllr Tracie Ball submitted the final invoice for 2019/20 from APS for payment, and it has now been paid. The two donations agreed by minute 19.77 will be paid from 2020/21 funds. Around £1,000 of the budget assigned to the NDP team from the PC was returned unused. The grant money received in 2019/20 was used in its entirety, and Cllr TB will report on that to Locality in the near future.	TB 15/5/2020
20.06	<p>Progress against Project Plan: TW referred to the latest issue of 'Locality News', available freely online, for information about possible progress on NDPs during the current restrictions. GW will circulate to all SG and those present, with the minutes of this meeting.</p> <p>Progress can be made in policy writing and evidence gathering. TW reported on the critique of the Draft Plan by APS. WG leads are working on amending their sections to follow the advice given, and aim to prepare a Draft Plan by 5th May to discuss at the next CG meeting on 12th May, to return to APS. We need to concentrate effort on having a Draft Plan ready for referendum in early May 2021. RG commented that we need consultation on some Housing matters before submitting the document to RBC. TW responded that we need to wait until the lockdown restrictions are changed, and not pause the effort on drafting while waiting. The nature of consultation will be an item for discussion at the CG meeting on 12th May. The CG will also discuss a timeline for putting the Draft Plan before the PC and then submitting to RBC, and bring a proposal to the SG meeting on 26th May.</p>	GW 1/5/2020 GW 7/05/2020
20.07	Any Other Business: none was raised.	

There being no further business, the meeting closed at 19.35pm.

Next meetings: **Steering Group**: via Zoom, Tuesday 26th May 2020 7.00pm

Co-ordination Group: 12th May 2020, via Zoom, 6.30pm

Correspondence received since previous SG meeting:

Date	Details	Via:
11/3/2020	From E Basden-Smith, response to email from DP re school pupil numbers future estimates	emails
various	From PC clerk, planning applications for review	email
8/4/2020	From Locality, 'Changes to Neighbourhood Planning due to COVID-19'	email