

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 9th June 2020, 6.30pm
Held via Zoom online platform

Present: Cllr Tracie Ball (Finance & Communications), Cllr Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair).

Apologies: Debbie Pritchard (Community Sports Leisure & Well-being)

Under the Corona virus pandemic restrictions, this meeting was held via the Zoom video conferencing platform, using the Parish Council's account, facilitated by the PC Clerk.

1. **Minutes of last Meeting** having been circulated were agreed as a true record, prop. CM, sec. Cllr RG, all agreed. Actions arising were checked.
Cllr TB will check with DP re maps required. TB 11/6/2020
TW – we must put a Draft Plan in front of the PC in July, and CG needs to meet more frequently to ensure this happens.
Next meeting will be 16th June 6.30pm, to check what is still to be completed, in advance of SG agenda preparation for 23rd June. GW 12/6/2020
CM needs help with the Local Listing preparation.

2. **Project Manager's report on progress: Draft Plan:** TW asked CM to lead on what still needs to be done.
Character Assessments: Cllr TB will try Priory Manor, using the RBC Planning Portal for details of changes offered and agreed while work in progress. TB 15/06/2020
Manor Estate still to be done.
Conservation Area also still to be done, but there is plenty of reference material available
Hedgehog Officer details needed for policy in Natural Environment GW 11/6/2020
LGS: CM has the site assessments; RG asks that a report is written describing the process of whittling down an initial list of 80+ sites to the ones we chose to feature. TW asks that no one gets stuck on providing large amounts of evidence. Later it was agreed that this report is for later, after the Draft Plan is complete. CM 15/6/2020
Appendices: GW has removed the 2 referring to Design Statement and Design Principles; once CM has returned her next set of edits, GW will check all references to appendices. GW 17/6/2020
Housing section is nearly complete but Cllr RG needs the consultation; TW stated that we need to not wait for the consultation, but complete the Draft Plan and include the results of a consultation later. Cllr TB needs an amount for the budget for the consultation; Cllr RG expects it to need no more than one sheet of paper per person and to use local printing, costs probably similar scale to the consultation at the Garden Walkabout. RG 16/6/2020
Cllr RG also needs to review and update the **'Call for Sites' report**; he will include TW's comments, expecting to complete the next draft by 16th June. TW does not agree that this report needs to be included in the Draft Plan & will ask NP if there is a need. TW 16/6/2020
TW wants the presentation of the Draft Plan to the PC to lead to the PC asking what more evidence RBC requires.
CM – we should keep the 'Call for Sites' report as a separate document for evidence. That will link to comments received on CM's sections from APS. We need a succinct document to present to the PC in July.
GW will prepare a short statement on the consultation of November 9th 2019, including where, when, questions put, summary of results. GW 15/6/2020
Cllr TB will do a similar report for the consultation in July 2019. TB 15/6/2020
Cllr RG – re site assessments for LGS – NP said these were still in draft form, more work is needed. CM is establishing legal ownership of sites assessed.

- TW will ask NP what we should do with documents such as the Housing Needs Survey, & the Questionnaire results & report. TW 15/6/2020
Cllr TB will speak to DP regarding Safeguarding site assessments & CM will send documents to TB /DP. TB 15/6/20
CM 15/6 2020
3. **Finance Update:** Cllr TB will check budget provision for time from APS; it is thought we have 11 days' worth of APS time not yet used. TB 15/6/2020
 4. **Steering Group Agenda for 23rd June 2020:** to consider next Tuesday, 16th June 2020 GW 15/6/2020
 5. **Any Other Business:** TW will talk to NP concerning when we can expect to present the Draft Plan to the PC, and request help with a style edit of the text. TW 13/6/2020

There being no further business, the meeting closed at 7.30pm.

Nest Meeting: Tuesday June 16th, 6.30pm.