

**Wolston Neighbourhood Plan  
Minutes of Steering Group meeting  
Via 'Zoom' 7pm 23<sup>rd</sup> June 2020**

NUM		Action
<b>Open Forum</b>	(i) Graham Tyler queried the area of land given for the allotments in the Site Assessment currently forming part of Appendix 2. RG has measurements and will check that correct areas are given to SG members. TW suggested CM is asked to check with APS that accurate areas appear in each place where these appear in the Draft Plan.	RG 30/6/20 CM 30/6/20
<b>20.15</b>	<b>Apologies</b> were received from Cllr Sonya Cross (SG), Lesley Blay (SG), Wendy Gilsean (SG), Clare Malyon (SG) (vice-chair), Kevin Payne, Paul Simmonds  <b>Present:</b> Cllr Tracie Ball, Cllr Bob Grainger, Roger Ingles (SG), Cllr Tim Harvey-Smith, Paul Jennings, Debbie Pritchard (SG), Jock Rainey (SG) (chair), Graham Tyler (SG), Gillian Waddilove, Tim Willis (SG) (Project Manager), Cllr Laurie Wright (SG).	
<b>20.16</b>	<b>Declarations of interest in items on the agenda</b> – none were made.	
<b>20.17</b>	<b>Minutes of the last meeting</b> of the Steering Group held 26 <sup>th</sup> May 2020 were circulated. <b>LW moved approval, seconded by GT, agreed unanimously that this was a true record, and the minutes were signed.</b>	
<b>20.18</b>	<b>Correspondence Received:</b> a list is appended.	
<b>20.19</b>	<b>Finance:</b> Cllr TB reported that all documentation for audit had been passed to the PC clerk. Sufficient hours are in hand with APS to complete the work currently envisaged; the CG will wait to hear from APS after their next examination and re-working of the Draft Plan, what further work may need to be commissioned and therefore whether any additional funding may need to be sought.	
<b>20.20</b>	<b>Progress against Project Plan:</b> TW: as a follow up to the last meeting, TW now has information about the Royal Observer Corp post at the top of Dyers Lane, and will put some of this in the Plan. TW had a long conversation with NP of APS including asking NP to carry out a 'health check' on the updated Project Plan; NP confirmed that the statutory consultation of the pre-submission version of the Draft Plan must take place after the school holiday period, and so that consultation is scheduled for September, and the subsequent targets moved forward by around 3 months. This means the referendum on the Draft Plan is scheduled for July 2021. The revised version of the Project Plan was circulated with the papers for this meeting. The major work going on now is to still to complete a draft to put it before the Parish Council before submitting to RBC for the next stage. WG leads present gave a brief summary of remaining work on their section. APS will shortly carry out work on content, style and presentation of the text. A Draft Plan will be ready to put before the PC after 20 <sup>th</sup> July. GW was asked to arrange with the PC clerk for an extraordinary meeting of the PC to be called between 20 <sup>th</sup> July & 31 <sup>st</sup> July. Once this date is arranged, the SG will need to meet to approve the Draft Plan for forwarding to the PC, and as much notice as possible of this will be given. It was suggested and agreed by SG members that an SG meeting be scheduled for 7pm on 7 <sup>th</sup> July, with a view to approving the Draft Plan available then for presentation to the PC. It is hoped that when presenting the Draft Plan to the PC, all section authors can be present to speak to their section, and that the 'share screen' feature will be used so	GW 25/6/20  GW 25/6/20

	<p>that everyone has sight of the section of text being commented on.</p> <p>The Draft Plan presented this evening, at approximately 75 pages, will change and continue to change in response to comments. Some of the material included currently as appendices may be removed from the draft to a 'Library of Evidence'. SG members are asked to make any further comments on the current draft to reach GW before midday on 30<sup>th</sup> June 2020, for consideration at the CG meeting that evening; further comments after that are still welcome.</p>	<p>All SG members 30/6/20</p>
<b>20.21</b>	<b>Any Other Business: none was raised.</b>	
	<p>There being no further business, the meeting closed at 19.46pm.</p> <p>Next meetings: <b>Steering Group</b>: via Zoom, Tuesday 7<sup>th</sup> July 2020 7.00pm; also 28<sup>th</sup> July 2020 7pm as per annual schedule of meetings.</p> <p><b>Co-ordination Group</b>: 30<sup>th</sup> June 2020 &amp; 7<sup>th</sup> July 2020, via Zoom, 6.30pm; 14<sup>th</sup> July 2020 via Zoom, 6.30pm.</p>	

Correspondence received since previous SG meeting:

<b>Date</b>	<b>Details</b>	<b>Via:</b>
28/5/2020	Between RG & Neil Pearce, re position of 'Call for Sites' report as part of the Draft Plan – this is to be a separate document in the evidence library, not an appendix to the Draft Plan	emails