

Neighbourhood Plan Steering Group Meeting 60

Meeting Held on Monday 11th December 2017 at 19.30 hrs

Village Hall, Norley Road, Cuddington

Present: David Jackson, Tim Vincent, Mike Jeal, Alan Latham, Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, Val Godfrey, Hilary Knowles, Colin Coles, Andy Benson

303 Minutes of Previous Meetings & Actions arising

These were reviewed.

304 Guidance Summary

Mike reported that he was now working to tidy up the documents he had written based on the assumption that all feedback was now with him. He also said he would be looking at the document titles with a view to changing the Guidance document title.

305 Feedback from Urban Imprint

The meeting focussed on reviewing the Critical Friend report produced by Urban Imprint.

There were a number of minor points raised which will be addressed in the final editing however a number of key points were discussed:

The importance of paragraph numbering to assist the examiner had been made and will be acted on.

Aspirations need to be identified by name.

Character Assessment needs to be consistently referred to. There are a number of different titles in use.

Any reference to the Character Assessment should indicate a section or para number in the CA so that these can be easily found.

There were a number of references in policies using the words “must” and “will be” these need to be addressed.

The Green space analysis needs further development as these are coming under increasing scrutiny at the examination stage.

Wording changes suggested in the policies were generally agreed.

306 Progress on Reg 15 Programme- Weaver Vale Housing Trust (WVHT)

Contact had been made with WVHT and they were due to come back with a name to be the contact for the Reg 15 consultation.

307 Progress on Reg 15 Programme- Contacting Landowners of Potential Green Space

After consultation with CWaC and our consultants UI, the recommendation for contacting local landowners is that they should receive outline information on the implication of Green Space designations and be informed of the Reg 15 consultation process. A draft email will be prepared in due course for comment.

308 Finance

All costs and invoices had been gathered to enable the spending report for Groundwork to be produced at the end of the current grant period.

The chairman reported that the project was overspent, in that costs had exceeded the amount awarded in grants. The grant award policy had changed in the current year such that VAT payments were the responsibility of the PC. The SG had been unaware of this change of convention when the third tranche of grant was applied for. The result was that only £8565 had been received of the £9000 we were entitled to claim for in support of a NP project. The Parish Council had awarded an initial grant of £1339. Total project costs were £10574.

309 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 9.20 pm

NEXT MEETING:

In view of the time taken to go through the UI report, an extra meeting was agreed to take place before the Christmas break, on:

Wednesday 20th December 2017 at 8.15 pm.

Agenda for Meeting 20th December 2017

Detailed Review of the Draft Neighbourhood Plan

Summary of Actions

Action	By whom	Due Date
Establish the purpose of the pipeline crossing the railway to the North side of the A49	John	End October
Ensure that Glossary has definitions for Development and first reference to a defined term in the draft NP is asterisked.	John & Eileen	For Reg 15 submission
Check policies for consistency eg Policy 7 and Policy 13 v STRAT9	All	Ongoing
Consider whether an aspiration could be drafted on specific traffic issues (Comments made in the PC meeting)	David	Ongoing
Contact landowners regarding Green Space nominations	John & Eileen	asap
Review the technical baseline documents and feed back any comments to Mike in the first instance.	All	Complete
Produce a revised Views and Vistas Map and appendix	David	Ongoing
Establish contact with WVHT	Eileen	Completed
Follow up the reference to ENV38 with Emma	Alan	asap
Prepare a project completion report	Juliette	End December