

**MINUTES OF THE TENTH MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP  
HELD ON WEDNESDAY 7th SEPTEMBER 2016 AT 7.00PM  
AT WISTASTON MEMORIAL HALL, CHURCH LANE, WISTASTON.**

**Present:** Cllr.J.Moore (Chair)  
Cllr.Mrs.J.Bond, Cllr.D.Millington, Mr.D.Clews, Mr.W.Heath, Mr.D.Lucas,  
Mr.R.McIntosh.

In Attendance:Mr. A. Thomson & Mr.C.Todd.

**118 APOLOGIES**

Cllr G Roberts, Cllr.R.Westwood, Mr.J.Bennett, Mrs A Cross

**119 DECLARATION OF INTEREST**

No declarations of interest were made in respect of any items on the Agenda.

**120 MINUTES**

The minutes of the meeting held on 27th July 2016, were approved.

**121 MR. ANDREW THOMSON, PLANNING CONSULTANT (AT)**

The following document was discussed:

- **Neighbourhood Plan Working Draft – version 1**

AT made the following comments:

- (i) The document was a 'working draft and he was aware that it contained some 'typo's' and any errors or omissions would be picked up and included in the next version. Please contact Mr Thomson directly via email ASAP with any comments on the draft Plan.
- (ii) A revised timetable will be produced.
- (iii) The Section 106 document produced by CEC will be included in the Plan document.
- (iv) The Group will be responsible for producing a 'Statement of Consultation' which should include:
  - a. details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
  - b. explain how they were consulted;
  - c. summarise the main issues and concerns raised by the persons consulted;
  - d. describe how those issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

Mr Heath expressed concern regarding the potential size of the final Neighbourhood Plan as well as the use of 'Planning speak' within the document. He was also concerned that residents may not be interested in reading such a large document. Bearing that point in mind, this raised the question regarding the cost and merit of producing sufficient copies of the full Plan document for distribution to each household in the Parish.

AT advised that by their very nature Neighbourhood Plans were 'weighty' documents and it was necessary to use the appropriate Planning business language within them as they are legal documents that will form part of the Local Authorities Local Plan.

Following a discussion, it was agreed that the solution would be to produce a précis of the Plan for distribution to each household and copies of the Full neighbourhood Plan would be made available at key sites, for example: Local Council Offices, Libraries and doctor's surgeries. The final list of key sites will be discussed and agreed in due course. Full copies of the Plan will also be available on the Neighbourhood Plan website.

A full copy of the Neighbourhood Development Plan (NDP) must be produced for the Pre-submission consultation and publicity for the Plan – known as Regulation 14. When the NDP has been returned and amended, it is then re-submitted to the Local Authority for Regulation 15.

#### **122 Natural Environment Report**

The Group confirmed receipt of The Natural Environment Report. This report provides sound advice and evidence that Developers take into consideration when submitting proposals.

#### **123 Update on List of Local Businesses**

Amendments and additions were discussed and a revised document will be issued.

#### **124 Update on the Duck Race**

Meeting advised that the Duck Race was re-scheduled to take place on Saturday 10<sup>th</sup> September. NP Group attendees confirmed.

#### **125 Treasurers Report**

The report was received and accepted.

#### **126 Meet the Developers / Land Owners**

Chairman confirmed that letters have been sent to relevant Parties and he is now awaiting replies. This matter will be discussed at the next meeting.

#### **127 Website Update – Mr R McIntosh (RM)**

RM confirmed that the 'gallery has been updated. Web statistic show that there is a monthly average of between 200 and 300 unique visitors to the site.

## **128 Next Steps – Future Actions**

- (i) Update timetable – (AT)
- (ii) Prepare updated NDP draft – (AT)
- (iii) Update and amend local businesses document – (DM & JB)
- (iv) Parish Council to agree Plan prior to Regulation 14 submission - (NP Group)
- (v) Copy of S106 document to go onto website – (RM)
- (vi) Decide how and when to issue NDP questionnaire – (NP Group)
- (vii) Include a flyer in the Roundabout magazine – (NP Group)
- (viii) Agree a meeting date with the U3A – (Chair)

## **129 Meeting Dates**

The proposed dates for future meetings are as follows:

**Tuesday 11<sup>th</sup> October**

**Wednesday 9<sup>th</sup> November**

**Wednesday 14<sup>th</sup> December**