

Neighbourhood Development Plan Witherley Parish
Notes of the Meeting of the Steering group Tuesday 9 July 2019

Present: Kay Conway (Chair), Derek Ridgway, Brian Conway, Dayle Flude, Laura Dyer, Dave Wilkins

1. **Apologies :** Helen Bullivant, Mark Simpson

2. **Declaration of interests**

None

3. **Past Minutes**

Minutes 13 May agreed.

Matters arising

DR highlighted that we are still awaiting invoices for the costs of a number of meeting venues. OS Maps still to be acquired. BC to contact Fran Belcher at H&BBC about getting A0/1 size map

Minutes 11 June

Some minor typos to be corrected.

Item 4.1 to be amended to:

Members of the steering group expressed confidence in Gary & John, with the exception of HB who stated she had expected a greater level of support and further guidance was needed to clarify the task of ecological surveying.

With these amendments the minutes were agreed

Matters arising

HB updated, via a note to the meeting, how the issue, noted in the minutes at 4.2, had progressed:

The very informative meeting between Your Locale, Kay & Brian and Environment group members on Wednesday 3 July 2019 has clarified a lot of issues. HB feels this meeting has been pivotal in changing several aspects of how the data is obtained for both the ecological surveys and historical records. The way forward involves a lot of work and research with guidance from Your Locale and HB feels it is possible to work together to produce a robust and valid plan.

Minutes 17 June

4.2is note incorrect. This is to be amended to say:

The invoice for the meeting of the Environmental Theme Group on Tuesday 4 June 2019 will be sent direct to Derek Ridgway from the Churchwarden, J Collins and not to HB

4. **Financial report**

DR highlighted the payment for rooms which haven't been settled as he still hasn't received invoices. This totals 11 payments across all of the 3 villages. Each village rep to chase. The balance available to spend from the original start-up grant of £1000 from the Parish Council is £537, although it is estimated that up to 50% of this could be owed to the outstanding room hires.

Grant from Groundwork (Locality): £8600 been received by Parish Council and on 13 June they paid £1000 to Your Locale.

5. **Financing of the Environmental Survey**

The Parish Council has now undertaken its due diligence on the offer of a donation towards the environmental survey and is delighted to accept the donation from a local company. The PC

has issued a contract to D.Nicholls to undertake the work, subject to the PC receiving the donation. Once the contract has been signed then the donation can be transferred to the PC and the work can commence. The Steering Group was delighted and thanked the donor for the very generous offer which will provide valuable ecological/environmental information to support the Neighbourhood Plan .

6. Meeting with Paul O'Shea, HS Land (for Lord O'Neil)

As agreed by the steering group Paul O'Shea, at his request, will attend the next steering group meeting on Monday 15 July

KC will write to him and request information the following information that we would like him to provide in advance or at the meeting:

- Maps of the extent of Lord O'Neil's land ownership in the parish
- Overview of the land they have offered up in the call fo SHELAA (Strategic Housing & Economic Land Availability Assessment) and their vision for its potential development

KC will include with the letter to Paul O'Shea a copy of the call for sites that the Parish Council have issued so that Paul O'Shea is aware of the constraints that the housing theme group has outlined. These constraints are based on the evidence gathered from a number of reports including the local housing need assessment, the local consultation events & the household survey.

7. Any other business

It was agreed that we should put all of the information we hold onto the Dropbox so that we have it located in one place that the steering group can access. All agreed that we really need a secretary who can manage all of the growing amount of information and data we hold and set up a clear file architecture. However, whilst that search continues, we should all use the Dropbox to put documents/data etc on. It was also agreed that a steering group member that sits on the theme group should take responsibility for ensuring documents are loaded from that group. Each theme group to agree their nominated rep. BC to recirculate the link to the Dropbox to all on the steering group

We noted that whilst Steering group meetings need to be public, the theme groups don't need to be as they are open to volunteers to join.

8. Next meeting

Monday 15 July 7.30 Parish Room Witherley

Tuesday 13 August Parish room Witherley (DW given apologies)