

NOTES OF MEETING

Meeting: Neighbourhood Plan Steering Group Meeting

Date & Time: Tuesday 11th April 2023 at 7.00pm

Place: Council Chamber, The New Town Hall, Commercial Road

PRESENT:

Chair: Cllr David Northam

Steering Group Members: Cllr Ann Weaving, Colin Marsh, Lara Wood, Michael Bevan, Paul Weston, Penny Quilter, Phil Watts, Rob Cheeseman

Project Support: Michele Williams, Jane Biscombe

Special Attendance: N/A

ITEM	DISCUSSION	ACTION	BY WHOM
1.	<p>Welcome and Apologies:</p> <p>David welcomed everyone. Apologies were received from Ben Heath, Cllr Colin Huckle, Cllr Lucy Hamilton.</p>		
2.	<p>Minutes of Last Meeting & Matters Arising:</p> <p>Item 3: Jane to discuss complaint as Item 6 on agenda. Item 4: Jane will be seeking response from Matthew Biles and feedback at later stage. Item 5: As per email from David dated 24/03/2023 agreed to not include the Design Code in Plan. Item 6: Not discussed. Item 10: Consultation Document – Colin and David have</p> <p>Minutes of last meeting held 13/03/2023 were approved.</p>		
3.	<p>Feedback from Paul on V1.3 Key Comments:</p> <p>Paul explained that as per David’s request he has concentrated on the comments sent through last week and also Jane’s (as Town Clerk) comments which from her point of view if not addressed would probably result in the Town Council not accepting the plan. Paul also explained that the Plan was a combination of wording from various documents and very little is his own words, so any changes to wording would be changes to our own wording.</p> <p>Paul also wanted to advise that at the moment he was not concentrating on individuals’ comments although he has responded directly to individuals. Paul iterated that he would not be able to address and amend everyone’s comments and would use his expertise judgement on whether to include particular conflicting comments.</p>		

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	Discussion and agreed actions can be found on separate document (attached).		
4.	<p>Discussion on further amendments required prior to publication of the Initial Draft – Including statement on Design Code Pathfinder refer to DN’s email:</p> <p>As discussed in the Item 3 – Point 30.</p>		
5	<p>Timetable to get to Full Council Meeting on 3rd May 2023:</p> <ul style="list-style-type: none"> ❖ Jane informed group that she would need the final version for the Full Council by Monday 24th. ❖ With this in mind Paul advised he can work on the redrafting from all the comments discussed this evening on Monday/Tuesday next week – unfortunately he has other work commitments before then. ❖ Paul will send the revised version to Michele in the first instance on Tuesday to circulate to the Group, changes will be highlighted in red text rather than track changes. ❖ David and Colin along with anyone who is willing to go through the Plan over 2 days (roughly 6 hours) on Thursday and Friday. If anyone would like to send their comments to David & Colin (copy in Michele) it will need to be before they meet on Thursday. ❖ Paul is happy to own the Plan, but concerns raised as to how some individuals will take this as an opportunity to comment on how a consultant has been asked to write a plan and has no first-hand knowledge on issues. Agreed that the Steering Group will take ownership of the Plan to prevent any such issues. ❖ Agreed any changes to be sent to Paul by end of Friday so that he can make the changes to prevent any formatting of the document to be affected. Paul will then email out again before close of day on Monday 24th to Michele to disperse to Group and Jane. ❖ David mentioned that the maps might not be entirely finalised before then, but he is hoping to receive them this week so will send to Paul to create a ‘map book’ which will be alongside the Plan. ❖ Phil reminded everyone that previously agreed to meet before the Full Council meeting to discuss how they want to present the Plan – meeting to take place between 24th April – 3rd May. ❖ Communications plan also to be looked at – to arrange with the Comms team. 	<p>Organise NP Check Mtg</p> <p>Suggested Changes to PW</p> <p>Arrange Pre-FC meet</p> <p>Arrange mtg with Comms team</p>	<p>DN/CM</p> <p>ALL</p> <p>DN</p> <p>MW/DN/CM</p>
6.	<p>Councillor Complaints Update:</p> <ul style="list-style-type: none"> ❖ David explained he was unclear on our next action and was going to seek some advice from Locality as to whether they have ever had this before and how they might have dealt with it. ❖ Jane informed that she was also unsure so had sought advice from a colleague whose opinion she valued. They had said they were not surprised by the response, suggestion that we only influence what we can and go forward with positive comms to counteract the negative. 		

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	<ul style="list-style-type: none"> ❖ David put to the group as previously mentioned that perhaps we meet up with the individuals to discuss their concerns – set the example. David is not expecting an apology but maybe can find a way forward. Hopefully have meeting before the 3rd May meeting ❖ Jane will try and arrange and act as neutral party. ❖ Penny still feels strongly about the matter but will be involved in the meeting. ❖ David informed group that he was hoping to meet with the allotment group to talk through any concerns with them and, is aware that there are monthly meetings being held with residents and the ward councillors and would attend if an invitation was received. 	<p>Arrange meet with Preston Councillors</p> <p>Southdown Allotments meet 22/5</p>	<p>JB</p> <p>DN/CM</p>
7.	<p>Any Other Business:</p> <p>None.</p>		
8.	<p>Dates of Future Meetings:</p> <p>Date: Wednesday 3rd May 2023 – Special Full Council Meeting to present NP Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 15th May 2023 Time: 7pm Venue: Council Chamber</p>		

Meeting ended at 9:08pm