

Minutes of a remote meeting of CNPSG held on Tuesday 28th June 2022

Present: Pat Lunt, Diane Butler, Gail Coleshill, Kathy Head, Leighton Ballantine (part).

In attendance: Katharine Sheehan (Town Clerk), Stuart Todd (Planning Consultant).

1. Apologies

Mike Best, Paul Maxwell.

2. Minutes of the meeting held on 29th March 2022.

The Clerk was asked to re-circulate the minutes of the meeting held on 29th March 2022 for agreement at the next meeting.

3. Election of Chair

Following the local elections, the former Chair of the Steering Group had stood down from the Town Council. Pat Lunt was nominated to be Chair by Kathy Head, seconded by Diane Butler and unanimously AGREED.

4. Election of Vice Chair

Deferred to next meeting.

5. Stuart Todd, Planning Consultant (Q&A and next steps)

Stuart answered a number of questions from members of the steering group, including some background information on Neighbourhood Plans he had previously worked on and delivered in the Southwest. He outlined the levels of help and direction he could provide in the process, and gave a summary of the funding application process. Members noted that early public engagement was key to moving forward effectively and successful plans at referendum stage. Stuart would produce a fee proposal for the Steering Group, who would then review which parts they felt necessary and critical.

The application would be for a 6-9 month period (constrained by Locality funding) in the first instance. It was noted that due to upcoming holiday periods it would be unlikely that this work would commence before September, nor the funding application processed. The costs of any work provided by the consultant before the funding was secured should be underwritten by the Town Council, although this was expected to be minimal.

6. Items for next meeting

Report back on outstanding actions, review of fee proposal, consider formal engagement of consultant and submission of funding application.

7. Date of next meeting

TBC, following receipt of fee proposal.