

Appleton with Eaton Neighbourhood Plan Steering Group Meeting

MINUTES

When: 28th January 2019

Venue: Appleton Village Hall, Committee Room

Present: Claire Salmon (Chairman) Mary Carey, Annewen Rowe, Anna Yalci, John Adams, Mark Richards, Liz Gilkes and Allison Leigh (AL) (Secretary)

NP170 Apologies for absence: Jane Dymock, Kerrie Gaughan

NP171 Declarations of interest: None

NP172 Signing of the minutes: The minutes of the meeting of 19th September 2018 and the informal meeting of 15th October 2018 meeting were signed as a true record.

NP173 Review of CFO proposal of 25/1/19: It was noted that AL had spoken to Tom McCulloch form CFO about the confusion of having a more costly quote sent in December. A revised proposal was received form CFO 25/1/19. Tom McCulloch of CFO is happy to start fresh, waiving the fees left over from the original proposal in 2016 and just quoting for fees for the next phases. The Steering Group asked AL to check with the Vale to confirm that the services CFO is proposing are services the Vale will provide at no cost. If this is the case, AL will contact CFO and inform them that we will proceed with the Vale.

The Steering Group would like AL to check with the Vale in terms of:

- What support they can provide?
- Is there anything additional that would need to be done?
- Will there be any cost?

NP174 To discuss Neighbourhood plan budget: AL indicated she has a running total of monies spent to date. It was noted that the Parish Council is concerned that no more costs for the NP come out of its budget and that grants are needed for all costs.

NP175 Determine grant amount:

AL indicated that the due date for the Locality information required for the grant is 31/1/19. AL will check the above, determining what, if any support is needed from CFO and get the figure to Locality.

AL will ask Susan Blomerus about the clerk salary arrangements for the NP. AL doesn't think Locality grants cover the clerk salary, but will double check. AL will get the finalised numbers to Locality for the grant by the due date.

NP176 Review Neighbourhood Plan and amend as appropriate: Minor amendments were discussed to the NP and the Character Assessment which Annewen Rowe (AR) will make. AL to check contents in Character Assessment and circulate the revised document along with the revised NP.

AL to add a date of amendment to the footer of each page.

NP177 Date of next meeting: The next NP Steering Group meeting will be held on Monday the 25th February.

Meeting ended at 8:30pm.

Chairman, 25th February 2019