



## MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON THURSDAY 15th OCTOBER AT 7.30PM IN THE COMMUNITY OFFICE

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**Present:**

**Councillors:** Jeremy Bell (Chairman), Ian Hill (Vice-Chairman), Terry Jackson, Tony Williamson

**In Attendance:** Gill Bindoff, Peter Richardson

**Officer:** Kristina Tynan

1. Apologies

Matt Reid, Tom Bindoff

2. Review of the response to the Forum

The launch was a very successful event. The committee thanked Rachel Gill and Peter Richardson for all their hard work with the video and the organisation of the event.

3. How to get the Co-ordinating group formed

The sheet of people who have volunteered for the various advisory groups and the Co-ordination Group (CFCG) were noted. RG and PR have sent emails to all volunteers and two dates for the first meeting have been suggested. RG and PR will organise the first meeting at which a Chair and Vice-Chair will need to be elected. It was noted that the terms and reference gives them their duties.

4. How to get the Advisory groups formed & up and running

The CFCG will organise these after the first meeting. IH stated that all the groups will need to have a briefing paper on the specific issues they will be dealing with. The short note that was done for the groups at the NP Forum would be a good starting point. The CFCG have the necessary skills and knowledge to do the briefing notes. The Advisory Groups (CFAGs) will need to review the work that has been already done and need to be given a readily completed piece of work to get them started. They will need to be very focused to achieve the necessary deliverables for their topic.

It was noted that more volunteers are coming forward.

GB stated that the process needs to be given some time to evolve as the volunteers will need to be reflective at the start and establish the priorities.

The CFAGs will need to report monthly to the CFCG.

5. Clarify interaction between NPSC and CFCG, e.g communications /meetings

It was agreed that Gill Bindoff would not remain involved with the Steering Committee other than her work with the CFCG, which is her main focus. From the names on the circulated list of interested persons for the CFCG and CFAGs, it is anticipated that several more will come forward in the next week or so Rachel Gill is clearly the link between the various groups and the steering group

in respect of administration with Peter Richardson assisting her in the role of "Volunteer Administrator".

The NPSC will need to meet regularly and will also need objectives and need targets against which progress can be measured. They will need to report monthly on progress to Full Council. For this they will need to have at last monthly progress reports from the CFCG. RG as administrator will need to make sure that the CFCG reports are available and distributed to the NPSC members on time. It was agreed that at least in the first months that monthly NPSC meetings should be held to ensure that a clear picture of progress being made by the Community Forum can be monitored. These meetings would be held on the Monday of the week preceding the Full Council meeting.

It was noted that consultations can only be done with the NPSC permission.

6. Road map of next steps and actions

The road map is attached to these minutes and it was agreed that all members look at this and see if the time scale could be reduced or if some items can be done at the same time as others. It was noted that the evidence gathering needs to be completed by February 2016. The NP has to be realistic and deliverable in the time frame.

**Budget** – The WPC budget will be very stretched for the next financial year. The Finance Committee will need an NP Budget for 2016/2015 by the end of November. TW/KT to prepare a draft budget for the next meeting, and to provide an unapproved copy for the Finance Committee for review at their meeting on 24<sup>th</sup> November.

7. Date of next meeting

Monday 30<sup>th</sup> November 2015 at 7.30pm in the Community Office.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.20PM