

Neighbourhood Plan Steering Group meeting

Zoom meeting: Monday 12th July 2021

Present

Clive Tuck, Project Manager (CT)
Rosie Osborne, Project Officer (RO)
Cllr David Northam (DN)
Colin Marsh (CM)
Sandie Wilson (SW)
Penny Quilter (PQ)
Cllr Ann Weaving (AW)
Cllr Pete Barrow (PB)
Phil Watts (PW)
Rob Cheeseman (RC)
Lara Wood (LW)

Apologies

Cllr Lucy Hamilton (LH)
Nick Spence (NS)

ITEM	DISCUSSION	ACTIONS	DECISIONS
1. Welcome	Suggestion to change order of agenda		Agreed
2. Governance	<p>Question regarding whether the NP forum are public meetings and how we are publicising?</p> <p>Discussion about importance of keeping council members updated.</p> <p>Nick Cardnell would like to come to next SG meeting.</p> <p>Terms of Reference Role of the Forum and relationship with Steering Group</p> <p>'Forum' needs defining referred to as 'community group' in this document.</p> <p>Suggestion to change Steering Group meetings to monthly.</p> <p>Chair should be a member of the community.</p> <p>Suggestion to rotate role of the Chair.</p>	<p>RO to ask the new Communications Officer to set up regular posts via website and social media.</p> <p>CT to report project progress to full council.</p> <p>DN to send invite to Nick Cardnell.</p> <p>RO to add organogram to Terms of Reference</p> <p>RO to amend document to reflect this.</p>	Agreed

	<p>DN to Vice Chair for initial 3 months and rotate same as Chair</p> <p>RO to have secretarial role.</p> <p>CT to be accountable for reports, budgeting, etc. CT to put progress reports to SG to be approved.</p> <p>CT to be neutral in terms of voting on items.</p> <p>Suggestion that that where matters are presented votes should be increased from a minimum of four members to five.</p> <p>Suggestion to adopt WTC Conflict of Interest policy</p> <p>Role of deputies- invited to meeting but have a non-voting role unless SG member is unable to attend the meeting.</p>	<p>RO to ask for nominations when meeting notes sent out.</p> <p>CT to ask JB, Town Clerk to approve in line with council policy.</p> <p>RO to distribute a copy of the policy.</p> <p>RO to add proxy vote to Terms of Reference.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
3. Call for Sites	<p>SW submitted comments/tracked changes. It was decided that more thought was needed around this document.</p> <p>CM says the process must be handled sensitively and to be clear on the criteria. Submit methodology before advert goes out – based on lessons learnt in the past.</p> <p>DN emphasises the need for the document to be highly confidential.</p> <p>Suggestion that 'Call for potential different land uses' more appropriate than asking specifically for sites to build on.</p>	<p>CT to discuss focus meeting with Rachel Nokes to discuss the process.</p>	
4. Any other business	<p>SW asked for information on draft report- Environment/ecology. Suggestion to going out to schools and raise awareness.</p>	<p>CT to ring SW to discuss.</p>	

	Importance of using Microsoft Teams in between meetings for communication	RO to send through information regarding training videos	
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The meeting concluded at 9.10 pm

Date of next meeting: To be confirmed.