

Weymouth Neighbourhood Plan Steering Group Meeting
Monday 18th October 2021 At Commercial Road Office

Chair: Sandie Wilson

Present: Rosie Osborne, Colin Marsh, Cllr. David Northam, Clive Tuck, Penny Quilter, Robert Cheeseman, Phil Watts, Lara Wood, Graham Perry

Apologies: Cllr. Lucy Hamilton, Cllr. Pete Barrow, Cllr Ann Weaving

| ITEM | DESCRIPTION | ACTION | BY WHOM |
|------|--|---|------------------------|
| 1 | Welcome, and apologies | No action recorded | |
| 2 | SG Internal Comms – Teams (& Sharepoint) Discussion around channel names on Sharepoint- agreed 'General' to be used as first stop and can be moved if in the incorrect location. It would be useful to create a calendar app with all events listed on that all SG members can access. | To change 'Reports' to 'Reports and References' and include a file for ECA documents. Find out how to change permission and admin rights on Teams in order to create a calendar. | RO CT/RO |
| 3 | Communication Strategy <ul style="list-style-type: none"> 'Commonplace' discussed following a demo but deemed as quite expensive for projected numbers of engagement. 'Nextdoor' more suitable platform and free. Stakeholder list needs merging with forum list and updating. Budget for comms discussed- CT suggested to work up plans and get quotes. Webpage now updated with walkabouts on. | Obtain quotes for artwork, leaflets, promotion etc. Continue to make improvements to webpage. | Comms working group |
| 4 | Roadmap Summary SW talked through slides which now reflect the roadmap aligned with ECA's stages. SG agreed they understand process. | Review AECOM support packages | ALL |
| 5 | Funding, Costs and Resources CT presented slides reflecting the budget spread over three stages. Discussion of extending the contract with ECA. | 18K left to be applied for. Update GANTT chart and create risk register Extend contract with ECA. | DN CT CT |
| 6 | 12 Week Plan There was not sufficient time to discuss this item. However, members have been asked to read over and feedback. | Read and feedback on 12 week plan by Friday 29 th October. | ALL |
| 7 | Next Steering Group meeting Monday 8 th November 7pm | Location to be confirmed. | RO |