

Notes of Meeting

MEETING:	Neighbourhood Plan Steering Group Meeting
DATE & TIME:	Monday 13 th December 2021 at 7.00pm
PLACE:	Council Offices, Commercial Road, Weymouth, DT4 8NG

Chair: Sandie Wilson

Present:

Officers: Rosie Osborne (Project Officer), Clive Tuck (Project Manager)

Steering Group members: Colin Marsh, Penny Quilter, Robert Cheeseman, Phil Watts, Lara Wood, Graham Perry, Cllr Ann Weaving

Apologies: Cllr. Lucy Hamilton Cllr. Pete Barrow, Cllr. David Northam,

ITEM	DISCUSSION	ACTION	BY WHOM
1	<u>Welcome</u>		
2	<u>Apologies</u> Apologies were noted from Cllr LH, Cllr. Pete Barrow, Cllr. David Northam		
3	<u>Minutes of last meeting</u> These were circulated after the last meeting. Once agreed, they will be published on the website.	Send to Comms Officer to publish on website.	RO
4	<u>Project Plan and budget – revision and extension of completion dates (based on feedback)</u> CT met with DN and CM to update Risk Register. Any new risks to be submitted to CT as he will maintain ownership. This risk register will become part of the project management plan and be reviewed regularly. Budget- GP raised the question is there an allocated amount for materials and room hire to use for engagement. CT reassured that there is budget available for room hire, resources and materials.	Risk Management Group will continue to meet and review/update Risk Register.	CT, CM, DN, RC
5	<u>Locality Grant update and specialist support (e.g., ECA and Aecom)</u>		

	<p>CT, DN, RO and SW met with ECA and revisited their proposal. CT talked through the updated timeline and what work is intended to be completed by ECA before 31st March 2022. The updated document has been uploaded to the project management plan.</p> <p>The 'Framing Future' workshops (3-5 sessions for each) would focus on refining the Vision, Mission and Aims. SW asked members for their thoughts on the workshops. Some concerns over the brief but reassured that members could have input. SW shared video of David Hawes outlining their work. Mainly supportive and thought video/work looked impressive. In order to submit grant to Locality, funds had to be allocated to items including ECA and David Hawes work. If funds are not spent, they will be returned. CT also noted the importance of confirming the David Hawes contract before the 20th December to ensure availability.</p> <p>SW called for a vote on continuing the ECA contract - unanimous.</p> <p>SW called for a vote on David Hawes' proposal - it was a majority vote.</p> <p>ECA to attend 3 SG meetings and 3 further meetings to support the theme working groups. The initial meeting in January will be to brief ECA on how members would like to proceed with this.</p>	<p>Confirm contract with ECA and David Hawes.</p> <p>Invite ECA to next SG meeting in January to outline David Hawes' proposal in more detail and be briefed on work going forwards, in particular around theme working groups.</p>	<p>CT</p> <p>CT</p>
6	<p><u>Theme Outline Plan and recruitment</u></p> <p>SG members have been doing some work on shaping themes. ECA to be updated on this and to discuss how these groups will progress. SW shared draft Theme Outline Plan and discussed how we might pull together information. There is a lot we can learn from other plans and how this might shape ours. Also noted was the interaction between the themes.</p> <p>GP pointed out the need to obtain consensus from theme groups before finalising notes. The document can be used as a discussion point. There is need for consistency particularly as there is overlap between the themes. There is a serious need to engage with Forum members. CM raised concern of doing too</p>	<p>Theme Group members to meet and review notes on each theme with aim to present notes/slides to ECA at next SG meeting.</p> <p>SG meeting will be postponed allowing more time for members to compile slides/notes on themes.</p> <p>Update Risk Register to reflect the potential increase in the impact of Covid 19.</p>	<p>Theme Group leads</p> <p>RO</p> <p>CT</p>

	<p>much work on themes without members being engaged.</p> <p>PQ raised the impact of covid as a risk and how this might affect how we engage people.</p> <p>Important to get ECA involved early on to ensure we have support and on the right lines. Also, important to decide what order the theme workshops will run.</p> <p>We need to address who is overseeing the neighbourhood mailbox to ensure responses are being made.</p>	Information/responses sent to mailing list agreed by SG.	RO/CT
7	<p><u>Communications and Engagement - Comms implementation plan update and website update</u></p> <p>PQ has done a lot of work on the Comms Plan- shared screen to talk through the document. There is a need for a working group to progress some of these actions. RC suggested we put aside some budget to cover the engagement resources. ECA have included some scope to support. Important to update ECA on plan to ensure involvement and that it marries up with their work.</p>	<p>Review ECA work and see if it marries up.</p> <p>Theme Groups to review and incorporate plan into their group engagement strategy.</p> <p>Download chat and save to Teams.</p> <p>Review comms plan and update project plan accordingly.</p>	<p>PQ</p> <p>Theme Group Leads</p> <p>RO</p> <p>CT</p>
8	<p>Invitation to Nick Cardnell (DC Planning Officer)</p> <p>As a representative of Dorset Council, important to update on our progress.</p>	Send invite to Nick Cardnell	DN
9	<p>AOB</p> <p>CM raised the Call for Green Sites documents and it was decided that it would be delayed until the New Year and also send to ECA to review.</p> <p>GP asked what happened with the Character Area Assessment and edits made by CM.</p>	<p>Clarify with ECA that CM can have the go ahead to progress document.</p> <p>The document needs sending to ECA to update the latest version to then be published on the website.</p>	<p>CT</p> <p>CT</p>
9	<p>Next dates for meeting</p> <p>Monday 10th January 7pm</p> <p>Monday 14th February 7pm</p> <p>Monday 14th March 7pm</p>	Postpone next meeting to 24 th and circulate new date.	RO

The meeting was closed at 21:05pm.