

Neighbourhood Plan Development Group

Notes of Meeting held on 27th September 2018

Present – Natalie Wainwright (In the Chair), Drew Belobaba, Carol Goodall, Matt James, David Jewson, Stuart Shepherd, Scott Waldie, Tony Walker.

Attending – Town Clerk.

38 Declaration of Interest – No declarations of interest were received.

39 Notes of Last Meeting – These were agreed as a fair record, and signed accordingly.

40 Matters Arising

i) Research into Collaborative Working – This was still in progress, though some Members were now receiving papers through “Dropbox”. **Action – Admin Information**

ii) Chairmanship – As Natalie had only taken on the role on an interim basis, she would prepare a job description and circulate it prior to the next meeting, with a view to inviting expressions of interest. **Action - Natalie**

iii) Admin Support (V) – Having circulated an introduction prior to the meeting, Scott spoke briefly as to how he saw the role as mainly involving co-ordination and communication.

iv) Information received from SSDC – A table prepared by Admin Information listing progress in developing an evidence base was circulated at the meeting. Members (other than Councillors) would duly receive copies of the shorter version of the housing information report when it became available. Members were asked to read through the table of sources of evidence, and identify any additional evidence that might be sought. **Action – All**

41 Finance – It was noted that by November 18, the Group should have formed some view on what expenses might be incurred over the next three years. This would obviously be significantly influenced by the consultant appointment.

42 Timescale Review – There was no further comment at this stage.

43 Consultant Support – This was identified as the next crucial step. By the next meeting, terms of reference needed to be firmed up and circulated, with a view to early advertisement of the post in accordance with Town Council regulations. **Action – Natalie and Town Clerk**

44 Community Theme Leads – These were confirmed as:-

Housing – Tony

Environment, Leisure and Heritage – Carol and Stuart

Economy and Tourism – Natalie, Matt and Drew

Transport and Infrastructure – David

Team Leaders would focus on the available evidence. **Action – Team Leaders**

45 Vision Statements – There was discussion on whether we should be calling them “Vision” or “Mission” statements, but either way they were recognised as a vital link in the planning process, and Team Leaders agreed to give some thought to the matter. **Action – Team Leaders**

46 Publicity – It was agreed to issue a holding statement through Steve Sowden. Matt would draft something for agreement with Natalie and the Town Clerk. **Action – Matt**

47 Date of Next Meeting – Although it was accepted that future meetings would normally be held on the last Thursday of each month (December 18 excluded); it appeared appropriate to accommodate the availability of the majority of Members, by holding the October meeting on Wednesday 24th October at 7.00pm.