

## Neighbourhood Plan Steering Group Meeting

Wednesday 2 November 2022, 7.30pm, Memorial Hall

### Minutes

#### **1. Present:**

Catherine Baines, Jan Baines, Jo Blackburn, Sue Cole, Chris Dean, Pam Dean, David Harlow, Cllr Helen Hoier, Nick May, Sean Porter, Elaine Scott, Cllr Mike Scott (Chair)

#### **2. Apologies:**

Helen Buckley, Stephen Chard, Charlie Harlow, Liz Harlow, Ron Johnson, Cllr Wendy Pidd

#### **3. Minutes of the meeting held on 22 September 2022**

The minutes of the previous meeting were agreed.

#### **4. Agreement of Terms of Reference for this Steering Group**

Cllr Scott went through the key points of the Terms of Reference, and they were agreed unanimously by those present. It was agreed that the Code of Conduct should be sent to group members.

#### **5. Declaration of interests**

The importance of fully disclosing financial and other interests relating to potential development in Great Addington was discussed. It was stressed that there needs to be transparency throughout the Neighbourhood Planning process, and interests can be declared at any point. Where necessary members will be excluded from voting if there is potential for bias or a conflict of interest, but they will be able to take part in discussion.

Nick May declared a potential interest as he owns land which could be suitable for development.

David Harlow declared a potential interest as Liz Harlow owns land which could be suitable for development.

A record of all interests disclosed needs to be kept by the Clerk and made available to the public on request.

#### **6. Election of Chairperson and Secretary**

It was proposed, seconded and agreed unanimously that Cllr Helen Hoier would take the role of Chairperson to the NPSG.

It was proposed, seconded and agreed unanimously that Catherine Baines would take the role of Secretary to the NPSG.

It was agreed that Cllr Mike Scott and Elaine Scott would continue in the roles of Chairperson and Secretary respectively for the rest of this meeting.

#### **7. Review of project plan – where we are now and what needs to happen next:**

Cllr Scott gave an update on where we are now with the project plan, and shared the grant application that is in progress.

The two key tasks between now and January are:

- a) Building our parish profile

- b) Planning our Community Engagement Event – it was agreed by the group that this event should take place in January.

These tasks will be shared by all members of the group as information will be fed in from each of the working groups identified below.

The community involvement and sustainability working group (see below) will lead on planning the community engagement event, but with input from all groups.

## **8. Agreeing themes and Working Groups**

It was agreed that the NPSG should split into small working groups to research and prepare information for the Neighbourhood Plan. The suggested themes for the working groups are below. Examples from other parishes of information related to the themes was given to each group. Each group was also given some initial tasks/sources of information to investigate.

- Community services and facilities - Catherine Baines, Jo Blackburn, Wendy Pidd, Nick May, David Harlow
  - education
  - employment
  - transportation
  - infrastructure
- Green space and the environment – Sue Cole, Chris Dean, David Harlow, Elaine Scott
  - climate change
  - green energy
  - traffic/congestion
- Housing – Jo Blackburn, Mike Scott, Nick May, Jan Baines
- Heritage – Jan Baines, Sean Porter
- Community involvement and sustainability – Pam Dean, Helen Hoier, Mike Scott

Members of the NPSG chose which group(s) they wanted to join, and the choices are noted above. Those who were absent will be added to groups they choose.

Each working group will choose a lead person for communication with the Chair and the Secretary, and with GAPC as required.

Elaine Scott offered to collect the information for the parish profile from group members and coordinate production of the draft profile.

## **9. Next steps and action points**

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|--|-------------------|
| a) Dropbox facility to be set up to facilitate document sharing  | <b>Action NM</b>  |
| b) A WhatsApp group to be set up to facilitate communication.    | <b>Action ES</b>  |
| c) All input for the parish profile to be sent to Elaine.        | <b>Action All</b> |
| d) Code of Conduct to be sent to group members.                  | <b>Action ES</b>  |
| e) A record of all interests disclosed to be compiled and kept.  | <b>Action ES</b>  |
| f) List of all initial tasks for working group to be sent out.   | <b>Action ES</b>  |
| g) Each person to confirm which working group(s) they will join. | <b>Action All</b> |
| h) Lead for each working group to be confirmed to Elaine.        | <b>Action All</b> |

## **10. Date of next meeting**

The next meeting date was agreed as **Wednesday 30<sup>th</sup> November, at 7.45 pm** in the Memorial Hall.