

**CHESIL BANK NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF 14TH MEETING
MONDAY 9TH MARCH 2020 @7.30PM, RON DOBLE ROOM, PVH**

Present:-

Derek Troughton(DJT)
Fred Burdge(FB)
Dave Stevens(DS)
Peter Begley(PB)
Karen Kennedy(KK)
Graham Whitby(GW)
Cate Killoch(CK)
Stewart Bayram(SB)Notes

Apologies: Martin Pearson, Ray Doggett, John Coombe, Ruth Chipp-Marshall Saira Sawtell

Minutes of last meeting accepted as true record.

Matters arising will be covered under the agenda

Review of Actions from Previous Meeting

Action/ Decision No	Description	Actioned
AP13/1	Send email to the Chair detailing the concerns expressed by John and others on the way the SG has operated.	JC/Completed
AP13/2	The review process for surveys and newsletters were discussed. DJT suggested an alternative review process that follows a pre-defined process needs culminating in a workshop to agree to reach agreement. Define a process and distribute for review which is to be followed for each survey.	DJT/Completed
D13/1	The requirement to address envelopes for future survey distribution should be left to the discretion of the Village Representatives	
AP13/3	As agreed on previous occasions all SG Members should ensure that any personal data collected as a result of the surveys is not stored on their computers, in accordance with GDPR legislation.	All/Ongoing
D13/2	The frequency of SG Meetings was discussed and it was decided that monthly meetings were adequate, provided that special meetings were arranged to agree surveys etc as and when necessary.	
AP13/4	Publish dates for pre-survey planning meetings in 2020.	DJT/Completed

R13/1	There was a discussion concerning the need to stick slavishly to the plan and slippage from the schedule is to be tolerated with good reason.	
AP13/5	The project plan will be reissued for review at this half-way stage.	DJT/PB Ongoing
D13/3	Given the concerns expressed by JC in particular it was decided to propose a vote of confidence in both the Chair and Vice-Chair. GW proposed a vote of confidence in the Chairman. Seconded by SB. Unanimously agreed on a show of hands.	
D13/4	GW proposed a vote of confidence in the Vice Chairman. Seconded by SB. Two abstentions. One against. Seven in favour.	
D13/5	In view of the late hour, DJT proposed that the meeting should be closed and the remaining agenda items would be covered at a meeting on the 9 th March 2020.	
AP13/6	Review revised ToRs (to be renamed as SG Guidelines or similar) and bring comments to the next meeting.	ALL/Ongoing

ACTIONS FROM THIS MEETING

Action/ Decision No	Description	Actioned
AP14/1	SB agreed to oversee personal data treatment under GDPR with an overarching view to be produced. Tick boxes with statement on personal data to be added to future surveys. Need to confirm what data is passed on by Survey Monkey for advertising purposes	SB
AP14/2	Dates for pre-survey meeting scheduled and will be circulated	DJT
AP14/3	New TOR's sent out and to be reviewed before/at next meeting.	ALL
AP14/4	Access to Members Login Area on WEB site for all of SG	DJT
AP14/5	Meeting proposed for 30 th March to discuss timeline for Survey No3.DT to send out note requesting availability. Possibly also review Housing Survey results.	DJT
AP14/6	Discussion regarding the objectives of Survey 3 and the questions which should be asked. Some doubts expressed about the possibility of raising expectations of improvements in facilities etc. Cate Killoch to look into available services in area and what services need to be added. FT offered to help	CK/FT
AP14/7	PB to update Steering Group Guidelines.	PB
R14/1	It was recommended that the CBPC will need an extraordinary meeting in February to discuss final results of process/referendum on current plans. Keep under review	
AP14/8	Arrange to post full Housing Survey Report on Website	DJT

AP14/9	Secretarial support was discussed, it is needed and must be paid for. Need to work out how as Locality do not allow their funds to cover this.	DJT
AP14/10	KK suggested using Facebook and other social media to get our message out there. She will look into possibilities and report back.	KK
AP14/11	Chesil Fayre on 2 nd August. There is a need to have a more imaginative approach than last year. Probably need some additional expertise preferably in the marketing/Promotion area	DJT