

Chesil Bank Parish/Neighbourhood Plan Steering Group

Monday 10th December 2018

7.30pm at PVH- Ron Doble Room

First NP Meeting notes

Present: Graham Whitby (GW), Derek Troughton (DT), Stewart Bayram (SM), John Surowiec (JS), Martin Pearson (MP), Saira Sawtell (SS), Ruth Chip-Marshall (RCM), Karen Kennedy (KK), Kevin Donnelly (KD), Dave Stevens, (DS) John Coombe (JC)

Apologies: Ray Doggett (RD), David Collins (DC)

1. Welcome and introduction to the group

Graham Whitby initially led the meeting and welcomed all to the first steering group meeting. Each member introduced themselves and the expertise or knowledge they could bring to the group.

2. Composition of Steering Group- (Terms of reference/ officers or member roles)

- a. Appointment of Convener/acting Chair (it is hoped this role would be a member of the community) **Graham Whitby** was nominated and agreed to be the convener Proposed by KK and Seconded by DS
- b. Vice Convener- **Derek Troughton** was nominated and agreed to the position, Proposed by GW and seconded by DS
- c. PC rep- to report back to the PC for ratification if required- It was felt that if **Ray Doggett** was well enough this should be his role, if not Graham Whitby would report.
- d. Other roles as required- TBC if any come up specifically if there are other roles created as we move forward.
- e. Clerk- PC Clerk to assist if required- The **Clerk** (MH) was asked to assist the group, the additional hours, assuming the Parish Council agreed would be paid for by the PC.
- f. Terms of Reference- this will be discussed at the next meeting.

3. Member profiles and available skills- discussed in introduction

4. **Funding streams- what funds are available, how to apply?** The Clerk explained that there is no external funding for Parish Plans so this would need to be funded by the Parish Council if agreed to proceed. The NP is funded by a grant from locality of £9000.00 initially further technical assistance may well be available. The items that are funded by the grant are the professional assistance to write the plan/policies, meetings, consultations but not the administration/ note taking i.e. the Clerk, secretary.

5. How do we move forward:

- a. Update the Parish Plan from 2010 then commence a NP- This was discussed, the group felt that although the Parish Plan is out of date it is still a plan in place, this plan ends with actions and a wish list and basis for information.
- b. Move straight to a Neighbourhood Plan- This plan ends with policies that the community can agree with and vote upon.

Taking this into consideration the group voted to move straight to a NP

6. **Questionnaire**- using questionnaire from PP as a basis- It was agreed that in order to create a questionnaire the group need to decide what we are trying to achieve in order to ask the correct questions. Further consultation will be required, with this many on the group it might be difficult to create a questionnaire at meetings. Maybe one or two can get a set of questions together circulate and agree at future meetings.
7. **Further presentations in the Parishes to gather support and interest in the group?**
The group felt that it would be of benefit to get the framework together first when there is something to say and then take this out to the parishes for consultation.
8. **Timeline and next steps**- Set the date of the next meeting, Contact WDDC regarding assistance with the NP and setting the area for the Parish Plan being the Chesil Bank Parish. Look at setting up a drop box or google group to share documents as some files may be too large to send. All members to look at the other NP's either adopted or in the process of being produced for information.

The individuals in the group were then asked if they would like to continue with this journey through the NP at this stage, KD explained that he could not put in the time, JC will carry on for now but may dip in and out in the future and JS is unsure if he will stay but will continue for now.

9. **AOB**- none

10. **Next meeting date** Monday 28th January 2019 7.30pm at PVH