

South Wingfield Neighbourhood Plan

Steering Group Meeting

7.30pm on Tuesday 15 September 2015
Parish Room, South Wingfield

MINUTES

Present: Shane Staley (Secretary/Treasurer), Joe Dugdale (RAD), Jane Roach (Chair), Rob Thompson (Vice-Chair), Chris Handforth, Julian Gawthorpe, Philip Griffiths, Geoff Brown, Yvonne Billetop, Phillip Smith and Andie Smith

1. Apologies for Absence

Craig Walker, John Redhead, Cllr Valerie Thorpe, Cllr David Williams, Cllr Joy Greenhalgh

It is to be noted Ellen Langton has now left the group.

2. Constitution Form

The group went through the draft constitution form put together by 'Rural Action Derbyshire (RAD).

The group is not a statutory body but for the purpose of the neighbourhood plan act as a community group.

The name of the group is initially to be South Wingfield Neighbourhood Plan Steering Group (referred to as SWNP) but other names are to be considered.

The purpose of the group was considered:

Item 7 from the draft document to be amended to state 'Analysis of all data collected'.

It was proposed for the group to be open and transparent in all the groups undertakings.

Methods and use of collecting data to be used appropriately by demonstrating confidentiality and that data is stored safe. "Any data that is collected and stored will be used in accordance with the data protection act".

Item 8 from the draft document is to be changed from 'not each' to 'instead'. To remove the second item 8 from the document that was inserted in error.

The membership of the group was considered:

To remove the word committee from the whole document and use the word 'Group'.

The group will have no more than 4 parish Councillors as members.

The group will require a minimum of 5 members to be present to be quorate (not including the secretary).

Meeting minutes to be sent within 14 days after the meeting and any enclosed/attached minutes to include draft agenda for the next meeting.

To add public discussion to the agenda as a standard item (3 minutes per member of public for discussion with 12 minutes in total).

The finance function of the group was discussed:

Draft document states £50.00 expenditure authorised by the one of two from chair/vice-chair/treasurer in exceptional circumstances for emergency spend. The actual sum for emergency expenditure to be agreed.

All work carried out by the steering group/working groups will adhere to all health & safety regulations and safe systems of work.

SS to bring a copy of the parish Council financial regulations to the next group meeting.

The group will not hold any petty cash or will not have access to a bank card for withdrawals.

The dissolution of the group was discussed:

All remaining assets must be disposed of by the parish Council.

The revised constitution form to be put together by the chair and the secretary and circulated to the group for comments.

3. Vision Statement for the Group

This item is to be discussed at the start of the next meeting.

4. Draft Communication Strategy (Engagement and Participation)

The steering group and working groups need to communicate with each other. Community engagement to include photos, surveys, events, talking to schools and local groups etc.

The secretary to email a copy of the draft copy of communication document to all group members for comments.

5. Working Groups/Skill Base Assessment

To group are to consider this item at future meetings.

6. Emblem/Logo

To consider this item by utilising the 'Wingfield Manor'.

7. Website / Social Media

This item to be considered at the next meeting at the same time as the communication strategy item.

8. Banking – Update / Grant Application / Budget Planning

The group have approx. £1000.00 in the neighbourhood plan account. It was agreed to spend the majority of the monies on advertising and promoting the group. The group can apply for

the next round of funding from Groundwork Erewash in Dec 2015/Jan 2016.

RT to invite local printer to the next meeting to discuss advertising options.

9. AOB

- The RAD AGM is on 1 October 2015 from 1.00pm to 3.30pm at the Crich Tramway Museum. JD to send all group members a membership form for RAD.
- The secretary to look at options to obtain a boundary and enquire about copies.

10. Next Meeting – Tuesday 20 October 2015

7.30pm, Parish Room.

DRAFT