

South Wingfield Neighbourhood Plan

Steering Group Meeting

7.00pm on Tuesday 4 August 2015
Parish Room, South Wingfield

MINUTES

Present: Shane Staley (Secretary/Treasurer), Joe Dugdale (RAD), Jane Roach, Craig Walker, Chris Handforth, Rob Thompson, Julian Gawthorpe, Philip Griffiths, Geoff Brown, Douglas Erskine, Ellen Langton, Yvonne Billetop, Phillip Smith, Andie Smith, Natasha Erskine, John Redhead and David Williams

Notes from the Meeting

Introduction/Update from J Dugdale

- The neighbourhood plan should be aimed to be completed in 18 months time (December 2016)
- Any members of the community can come and join the meeting or leave (the steering group is part of a public process)
- The meetings must be advertised as a public meeting (i.e website, notice boards)
- The neighbourhood plan must sit within the currently not adopted local plan of AVBC
- The groups first public meeting took place on 14 July 2015
- The group must keep lists, minutes and archive all records and work carried out for referencing
- The consultation must be carried out effectively and in accordance with the guidelines for such a plan

The group went through Q1-3 from the public meeting exercise with the post it notes – SS provided the group with the collective list of responses for each question.

- 1) RAD to provide the template to allow the group to create the constitution for the steering group (JD to circulate and the group to comment/amend at the next meeting) – the constitution will set the quorum for the group
- 2) The neighbourhood plan must have a vision statement – to spend 15 minutes on this exercise at the next meeting to articulate.

Vision notes – Transport, aging people, needs to vibrant, safety and cover heritage

Rural feel given by the surrounding countryside

- 3) Chris Collingson who is a member of the Crich neighbourhood plan is an official neighbour plan inspector
- 4) JD explained that the steering group would require a chair person and explained the workload expected of a chair person.

The group broke up into 3 x groups of 5 to collate and skill base of each member and to nominate candidates for chair person

Jane Roach was nominated as chair person by AS – seconded by CH – Resolved for JR to be chair

Rob Thompson was nominated as vice-chair person by JG – seconded by CH – Resolved for RT to be vice-chair

Jane and Rob to collaborate on an ongoing basis

It was also resolved for Shane Staley to be secretary and treasurer for the group.

- 5) JD advised on the next steps for the group:
 - The group to convene again within a month (meet monthly initially with meetings becoming less in the future)
 - Agree and discuss the vision of the plan (aims of the plan for the next 20 years)
 - Use the OCSI report sent to SWPC (useful census information about the area)
 - Gather evidence base and work out the themes (nominate working groups and skills)
 - Investigate in groups and engage with the community
 - Draft communications strategy
- 6) A grant of £25,000 is given to AVBC, this money is used for the referendum
- 7) The neighbourhood plan cannot tackle highways/river/waste and mineral matters (they must be accepted as they are)
- 8) The parish Council are the qualifying body and would own the plan but the neighbourhood plan is a community led project.
- 9) The next budget to set for months 7-12 would be for communication costs
- 10) The next meeting set for Tuesday 15 September 2015 at 7.30pm in the parish room (meetings to be held every third Tuesday of the month going forward)

Meeting closed at 8.35pm.