

Steering Group Meeting 14th Nov 2018 at 4pm in the Community Centre

Present Cllrs D Webb (Chair), J Greenwood, D Coe, B Wood and Secretary

1. **Apologies** - None
2. **Declarations of interest** - None
3. **Approval of Previous Meeting Notes** – 12th Sept 2018

Approved

Under this item JG queried the 'Working Group Notes' and the fact that the notes had gone out to the Working Group for the Working Group approval before the Steering Group had seen them. Secretary informed members this was an administrative error, she had reverted back to how they have been done previously up until April which was less time consuming, in her haste to get them out. JG felt the notes needed some changes and would send his amendments for comment

Action **SG/SEC**)

4. **Actions Outstanding from last meeting** – 12th Sept 2018
 - Chairman questioned in what capacity this document would be used as Environment Group has not followed the procedure agreed and had gathered factual information. (Action SG)
 - Members advised that they were copying Chairman, V Chairman, Clerk and Secretary into all emails regardless of who they were being sent too. Secretary again suggested setting up a contact group to ensure this is being done on all occasions
 - Steering Group notes still to be checked (Action Secretary/SG)
 - Disclaimer for Updates group. Secretary advised that she is awaiting on the Clerk to update this and hoped to be able to send out very soon to enable update list consultation to continue (Action Clerk/Secretary)
 - Press release still needed to be sent. Secretary advised that it had to be agreed by Clerk/Chairman and unfortunately as the normal procedure had not been used it had got caught up in the office backlog. She reminded everyone that whoever was doing the press release should send it to her for onward transmission to the Clerk/Chairman for approval and she would let them both know when it was needed by for inclusion in the following months press

Letter to Borough Councillors for financial assistance -Secretary unable to do this until finances are established – ie we know whether we can extend the grant period to enable us to specify what we require the money to be used for. It was proposed by the Chairman and agreed by the Vice Chairman to ask for a further contribution towards the Policy-writer. Secretary advised that this should be referred back to Council for agreement as there was a limit agreed by the Parish Council to be spent on a Policy-writer which had been allocated. Steering Group asked for the minutes to be checked as they understood that the amount agreed was to come out of NP budget and any monies they obtained from elsewhere should have no relevance on this decision.

Money for additional printing could be requested as we don't know how many people would require paper copies of the plan

Publishing of outstanding Meeting Notes – will be discussed under item 15

5. Finance

Bank balance approx. £14794.62 at end of Oct 18.

Secretary advised there was a projected spend of £5000 for office costs etc until the end of the financial year

Grant Received (Aug 18 – Jan 19) £7675

Consultant fee for Oct = £1215.75 - the invoice was agreed by the Steering Group. Secretary had asked the policywriter for breakdown as the original only advised 'support'. She had duly received this and advised group that there was only money left for review of representations at reg 14, preparation of SEA and attendance at SG meetings

Projected Grant expenditure consultant £3625 (£2409.25 left)

Grant Balance **£6459.25**

Expected expenditure

Room Hire Pre Consultation/Consultation/Post Consultation £500

Publicity £1600

Printing £1850

Sundries £100

Grant needs to be spent and activities taken place by 31st Jan 2019. Secretary had spoken to Grant provider that day regarding possible time extension. Secretary needs to complete request form and should have an answer within a week. The very latest date allowed for any activity would be the end of March 2019 if request is accepted due to end of year finance. Using a Feb date to launch the consultation will not allow for the review period to be claimed under the grant. May have a situation where the surplus of activity is paid for out of the NP budget or worse way if it does all have to be spent before 31st Jan 19 will need to utilise the NP budget and send some of the grant money back. Secretary advised funds will be low if this route has to be taken. **(Action Sec to liaise with grant provider)**

6. Correspondence

Correspondence had been received from somebody who had put their site forward regarding meeting with the Group and their concerns

Correspondence had been received from a landowner regarding a proposal at Pre App level submitted to CBC and CBC have suggested that he makes contact with NP group

Secretary was asked to circulate letters to members for a response. JG would draft a response on these ones. **(Action JG/Secretary)**

7. Time Scale plan

This is running at approximately 3 months behind schedule.

Dates of Launch/exhibition Feb TBA but preferred date would be 26th/ 30th Jan or 2nd/6th Feb (depending on grant outcome)

Leaflet/Poster/Draft Plan printing and delivery - This will be funded by the grant money if in time

Advertising This will be funded by the grant money if in time

Statutory consultees to be notified by email with a copy of the plan

6 week minimum consultation period

Review period – 4-6 week A separate review group would be needed

Secretary produced a template review form and advised that she had spoken to the clerk about this and responses/data/forms must be returned/administered through the office. There was a discussion about various software as another option and was suggested that CBC are asked for advice.

8/9. Draft Plan Update/Parish Council Update

Item been asked to be put on next two parish meeting agendas (27th Nov and 10th Dec 18) to advise the Council on the policies being put forward. This needs to be approved by Council before going out to consultation

10. Approval of call for sites map to be put on website

From developer meetings that have taken place it was agreed to put the map on the website with a text explaining this. Several developers have been asking for it since the meetings.

(Action JG to send to Secretary)

11. Developer enquiries

It was agreed to record details of developers who called the office for further details.
(Action Secretary to arrange)

12. Recent developer meetings

Various meetings had taken place over the last month (see attached notes)

13. Barbrook Lane plan Determination CBC

This was not discussed due to the application hearing being cancelled last week, but a statement had been prepared for the next meeting

14. Meeting with Neighbouring Parishes

An email had been sent to Messing Parish Council to set up a meeting with a follow up telephone call from the Clerk but no response to date. (Chairman to contact Kevin Bentley)

15. **Secretary Workload and availability** Secretary commented that her primary job (contracted) is Community Centre administration and that when she is in the office demands were being put on her to service the Neighbourhood Plan at the peril of the Community Centre. In view

of recent demands over the last few weeks, in fairness to herself, the Clerk, Community Centre staff and N Plan Group she will be reverting back to her set Community Centre hours on Monday's 2 -5pm, Wed 8.30 – 12.30 and Friday's 8.30 – 11.30 and asks that SG members do not contact her during this time. She will generally, (although this will vary) be in the office on Mondays from 11 – 2pm, Wednesday until approx. 2.30pm (on non- meeting days) and Friday variable from 11.30am for NP. It had been suggested by the group, subject to funds, the possibility of her working from home to clear the back log on one of her non working day's. The Secretary, due to other commitments now advised she is unable to do it on a set day/time so would need to be done on a as and when basis.

She reported her outstanding work at the moment included

Grant extension request, follow up letters to Developers, Press Release, Update list once we have disclaimer

Website – notes/press releases/call for sites map/general update (very time consuming due to the volume of documents to be uploaded)

Finance

16. Update on terms of reference - Reminders

Agendas - Secretary reminded everyone that Agenda's need to be ready for distribution on Monday to the Group/ boards/website and if anyone wishes for an item to be put on the agenda please let the Secretary know by 9am to discuss with the chairman.

Apologies – Attendance numbers have dwindled since April and many members are not sending apologies now. Terms of reference state that after 6 consecutive meetings a member is taken off the members list and put on the updates list. (Action Secretary will write to group reminding them of this)

17. Meeting dates for 2019

For consultation purposes we should have a rolling schedule of meeting dates to publish for 2019. It was agreed to leave this until next meeting as unsure at the moment

Next working group meeting of 21st Nov 18 has now had to be cancelled due to an additional planning meeting as there is no room availability at the centre

Next Steering Group Meeting TBA

Cancelled on the 12th Dec 18 as Secretary advised she will be on leave on the 12th Dec 18