

Steering Group Meeting Notes at the Community Centre on the 11th Dec 2019 at 6.30pm

Present Cllr Greenwood (Chair), Cllr Webb (V Chair), Cllr Coe, Cllr Wood, Cllr Allen-Shepherd

Secretary

1 Apologies for absence

None

2 Declarations of interest

None

3 Approval of notes from previous meetings 9thJan, 6th Mar, 13th Mar, 3rd May 2019, 23rd Aug

The group had not been happy to approve these notes at all previous meetings and had drafted another set of notes which the Chairman and Secretary had met to discuss. The Chairman suggested he redrafted these notes again with more minor amendments which he duly done. Secretary was still uncomfortable that some of her notes were being changed. The chairman then sent a note to Steering Group members suggesting that they go forward with 'their' drafted notes regardless of the Secretary's version. Secretary had taken advice from two clerks who advised that both sets of minutes would need to be put in if a common ground was not established with a note to the effect of the Steering Group approved the second set of notes that were not drafted by the Secretary but the Secretary did not agree that they were a true reading. The group wished to put forward their notes for approval, group were not happy about this and agreed to seek further clarification with the Clerk about this. SS then asked for a further amendment in the minutes as she was not happy with the usage of the word 'still'. Secretary confirmed there was no inference meant by using the word – she had used it several times against her own actions

The revised notes for the 13th Mar, 3rd May and 23rd Aug 19 were agreed. There were still some issues concerning the notes of 9th Jan and 6th Mar and these notes were held over. After the Secretary had passed on information received from the present and previous clerk regarding minutes/notes there followed further discussion. There also followed some discussion concerning the procedure for amending and agreeing notes. The Chairman and Secretary will meet to discuss this further and agree a procedure.

4. Actions outstanding from last meeting and previous meetings

Process of analysis report (Nov 17) (SS)

Youth Questionnaire results (Nov 17) (SS)

Schools Analysis Report (Nov 18) (SS)

5. Correspondence

Secretary reported that she had recently received the documentation from the RCCE Coffee morning that was attended by three members. She would circulate these as soon as possible. A letter had been received regarding one of the sites that had been put forwarded asking for a further meeting to discuss plans for their site. It was agreed that a meeting should be arranged by the Secretary with attendance of the Chairman, V Chairman, Consultant and an officer.

Receipt of borough councillor's allowance had been received last month for £1500 to assist with consultant fees.

6. Finance

Balance of funds was approx. £11,000 at the end of Nov 19, and Secretary will send fuller report to members in due course. RCCE training (£80) and Consultant fees of (£560) were still to be paid as well as some members expenses

7. Timescale Plan

CBC are drafting SEA and awaiting a response from meeting with Highways. Navigus will be drafting the Basic condition Statement with a possible date of submission to CBC of the plan at the end of Feb

8. Data analysing update

Online responses were being reviewed reading for grouping similar comments and then make a single response to each group, although verification still to be done. Verifiers to be notified that data is ready for checking for duplication etc Action Secretary

9. CBC Meeting (19/11/19)

Met with Highways regarding consultation comments that they had submitted. Also spoke about settlement boundaries around Wilkins and Florence Park. Wilkins wanted settlement boundary to be put back and it was agreed that Florence Park would be left outside the boundary. JG would forward notes to participants of meetings, John Jowers, Kevin Bentley and Secretary. It was requested that John Jowers is sent a copy of the Plan Action Secretary

10. A12 Consultation Submission

Thanks were expressed to DW and SS for collating responses from group members which had now been submitted

11. Consultation Statement, SEA and HRA update

Consultation Statement was being worked on by SR and SEA and HRA by CBC

12. Website- SHLAA Data

Work is in progress for this info to be made available to be put on the website

13. Working Group Meetings Schedule 2020

Working Group Meetings would continue up to submission of the plan on the 1st and 3rd Wednesday of the month. The first meeting being 15th Jan 2020

14. WG Update

An update had been prepared to be circulated to the group. It was suggested that an update is also sent to the press/database members Action Secretary

Meeting closed at 8.30pm