

Minutes of the Neighbourhood Planning Steering Committee Meeting 9th Dec 2021

MS Teams meeting held 19:00 Thursday 9th December 2021

Attendees: Steve Sidgwick, Peter Bright, Andy Dodsley, Katy Rodwell, Stuart Walker, Stuart Gilbert

Apologies: Mel Bingham-Wallis, Jackie Deane

1. Main Roles agreed as follows:
Chair – Peter Bright & Steve Sidgwick (Jointly)
Treasurer – Katy Rodwell
Secretary – Stuart Gilbert
2. SS to set up a SharePoint (or similar website) to capture grouped evidence base info as described in the draft project plan. Use Excel for each individual group to allow us to post questions about things we need to know but currently don't. Steve to advise when done so we can start posting. Training to be provided as necessary.
3. KR to follow up on funding sources and initial costs for Sustainability and Landscaping consultancy. (Check with JD first for her thoughts.)
4. PB to contact Ashdon NP Steering Committee to discuss their NP process and learn from their experiences.
5. KR to request that LEPC add a section to the LEPC website for Neighbourhood Plan updates and info.
6. SS to submit a request to LEPC to buy a Microsoft 365 subscription and allow everyone involved with the NP access to Word, Excel and Teams.
7. PB to amend and enhance NP project plan based on feedback and decisions made.
8. Priorities to be addressed:
 - a. Terms of reference for the relationship between the LEPC and LENP steering committee.
 - b. Preparing an Evidence Base – consult with JD over how to proceed with this task.
 - c. Follow up with UDC about the Strategic Environmental Assessment (to be performed by UDC but we need to talk to UDC planning to start the process off).
9. Next meeting January 2022 – SS to arrange date.
Agenda to be agreed by SS and PB.
SG to send out minutes and Agenda.

Meeting closed at 20:20