

Compton Neighbourhood Development Plan



Minutes of the Steering Group Meeting

Held on Wednesday 10th January 2018 at 7:30pm in The Swan, High Street

Those present: Dave Aldis (Acting Chair), Uwe Anton, Peter Cundell, Sally Duckett, Alan Garmonsway, Jason Highet, Karla Jermy, Peter McGeehin, Julie Middleton-Reid, David Norbury, Mark Pinfold, Rupert Reid, Chris Smith, Debbie Smith, Grant Tuff, George Wilkins.

In attendance: Sarah Marshman (Clerk to Compton Parish Council)

DA opened the meeting as Chair of the Parish Council. He highlighted that the Parish Council are the overarching body and the Steering Group is acting on their behalf to produce the Neighbourhood Development Plan (NDP).

1. Elect a Chair, Vice-Chair and Secretary

There were no volunteers from those present to take on the role of Chair. D. Aldis volunteered to take the role of Acting Chair to begin with. All agreed for D. Aldis to be Acting Chair.

A. Garmonsway volunteered to take on the role of Vice-Chair. All agreed for A. Garmonsway to be Vice-Chair.

The role of secretary was discussed. It was highlighted that the Clerk to the Parish Council would carry out the financial aspects of this role.

D. Smith volunteered to take on the role of Secretary. All agreed for D. Smith to be Secretary.

2. Discuss the terms of reference

The suggested terms of reference were reviewed. The process of creating the NDP was discussed and the level of community involvement required was highlighted.

It was agreed to use the suggested terms of reference.

3. Discuss the code of conduct and register of interests

It was explained that all members of the Steering Group must adhere to the same code of conduct and complete the same register of interests as those on the Parish Council. All agreed to do so.

4. Discuss and approve the draft questionnaire

A draft questionnaire had been circulated prior to the meeting. Various suggestions for alterations were made. SM will convey these to the consultant. Once these alterations were made, the questionnaire would be circulated, and members of the Steering Group will be given 24 hours to respond before the document is printed.

There is a volunteer willing to carry out data analysis.

At the next meeting, the Steering Group should consider whether action is needed to improve the response rate to the questionnaire.

5. Discuss the lead persons for working groups

This was deferred until the results of the questionnaire were received.

The fete was suggested as a good avenue for the working groups to engage with the public. This is usually held the first Saturday in July.

6. Set the next meeting date

The Steering Group confirmed they would like to meet with the consultant. SM will liaise with the consultant for a suitable meeting date in the third week of February.

Meeting closed 9:25pm.