

WEYMOUTH NEIGHBOURHOOD PLAN

STEERING GROUP MEETING

MONDAY 15th November 2021 at Commercial Road Office

Chair: Sandie Wilson

Present: Rosie Osborne, Colin Marsh, Cllr. David Northam, Clive Tuck, Penny Quilter, Robert Cheeseman, Phil Watts, Lara Wood, Graham Perry, Cllr. Pete Barrow, Cllr Ann Weaving

Apologies: Cllr. Lucy Hamilton,

ITEM	DISCUSSION	ACTION	BY WHOM?
1	Welcome and Apologies	N/A	N/A
2	Project Plan presented to SG.	SG to review Project Plan dates and report any comments by 26/11/21	SG
3	Risk register is incomplete and needs completing from the contributions made at the previous Steering Group meeting.	A separate meeting of 4 members to finish the Risk register	CT, RC, CM, DN
4	ECA involvement and confirming their contract	PM to meet with ECA and align their schedule with our PMP. Feedback to Steering Group.	CT, RO, DN, SW, PQ
5	Stakeholder List	Existing list needs tidying up and expanding	PB
6	Comms Literature- PQ drafted copy for leaflet.	Add Character Area map to leaflet and send to PM group to arrange printing	PQ
7	Universal Calendar- now set up on Teams	Send link to everyone	RO
8	Walkabouts- really valuable feedback and progressing well.	Coordinate and upload files to Teams Ensure on website/social media	CM RO
9	Call for Sites- respond, collate information and send to AECOM	Standardised response to be sent to applicants and save on Teams Save outline process in Call for Sites on Teams	DN DN
10	DERC research- re: Green Corridors is a later activity. Identify local Greenspaces needs to be the priority.	Develop the process and circulate	CM
11	Teams/Sharepoint – SW has simplified and sorted folders and also created a channel for ‘Neighbourhood Plan’	N/A	N/A
12	Communications implementation plan- what are we trying to achieve in our communications, linked to the Locality guidance	Meet and discuss next steps.	DN, PQ

13	Schools Engagement- LW suggested we explore and create an inspirational video	Find out costings for video Put together plan	LW LW/Comms Group
14	Theme Groups leads were discussed, in particular, how these can be set up and organised	Record the following: PW for Homes and Jobs PB Landscape and Greenspaces RC Lead on Sustainable Environments AW support Homes (DN lead)	RO
15	Date of Next Meeting: 13/12/21	Circulate date and add to Events Calendar	RO