

Minutes of Meeting

MEETING: Neighbourhood Plan Steering Group Meeting

DATE & TIME: Monday 14th February 2022 at 7.00pm

PLACE: Zoom

Present:

Chair: Sandie Wilson

Vice Chair: Cllr David Northam

Officer: Clive Tuck (Project Manager)

Steering Group members: Colin Marsh, Penny Quilter, Phil Watts, Lara Wood, Graham Perry, Cllr Ann Weaving.

Apologies: Cllr. Lucy Hamilton, Rosie Osborne, Robert Cheeseman

ITEM	DISCUSSION	ACTION	BY WHOM
1	<u>Welcome</u>		
2	<u>Apologies</u> Apologies were noted from Robert Cheeseman, Rosie Osborne and Cllr Lucy Hamilton		
3	<u>Minutes of last meeting</u> These were not circulated after the last meeting. Minutes have been approved on the basis of these amendments.	To send out December minutes for publishing on WTC Website. To amend spelling of David Hawes in January minutes Ensure both published on WTC website via Comms Officer. Send amendments of Character Area Assessment for Rachel Nokes to review and check formatting. Then send document to be published on webpage. Clive to have access to mailbox Create log for responses to Request for Greenspace.	RO RO RO RO RO CM

4	<p><u>Neighbourhood email inbox</u></p> <p>Discussed the importance of timely responses to the messages received and SG notified of any emerging concerns/issues.</p>	<p>All emails need a response and to be logged and shared with SG. Those that require immediate responses can be dealt with by Project Team and shown as such on the log.</p>	RO
5	<p><u>Forum Meeting</u></p> <p>Agreed to use a speed-dating model with each theme group represented at separate tables in Council Chamber. An opening short presentation with short summaries from all theme leads prior to break-out time with participants at designated tables.</p>	<p>Invitations to go out to organisations on the stakeholder list</p> <p><u>PowerPoint presentations from:</u> Chair (5mins), Theme Group Leads (3 mins) Schools (3 mins) Close and invitation to circulate room and join TGs at tables</p> <p>All PowerPoint slides to be emailed to CT to be collated and branded ready for 28/2</p> <p>Guests will be greeted and offered refreshments in the Chamber.</p> <p>All Theme group tables to be marked, HOMES, SUSTAINABLE ENVIRONMENTS, JOBS, COMMUNITIES, LANDSCAPES & GREEN SPACES, SCHOOLS.</p> <p>Tables to have Vision, Mission and Aims doc in hard copies, and spare leaflets. Post-IT notes and paper to record contact details incl. emails for all new recruits. Lists to be pre-populated with names of those who have already agreed to join. (walkabouts, forum etc).</p>	<p>RO</p> <p>SW TGLs LW CT</p> <p>ALL</p> <p>CT</p> <p>RO</p> <p>RO</p> <p>RO</p>

		GP's response letter (for Theme Groups and walkabout members) to be emailed out thank them for already offering to support.	RO
6	<p><u>Communications</u></p> <p>Leaflets and posters have now been printed. Distribution was discussed as not enough for every household but requires even distribution across 19 neighbourhoods. Residual leaflets to be used for future events</p> <p>General improvements in comms activity were recognised as necessary. Web, social media content and links to other social media platforms (e.g., schools, DC, Weymouth based platforms), rotund on seafront, engaging to specific groups within the stakeholder list, filming e.g., Forum event on 28/2.</p>	<p>To contact all ward councillors to recruit their support in distribution</p> <p>Leaflets to be left at Commercial Road for the attention of CT/RO</p> <p>Areas of distribution need to be logged.</p> <p>Agreed to arrange meeting with WTC comms and WNP comms group.</p>	<p>DN</p> <p>PQ</p> <p>DN</p> <p>CT</p>
7	<p><u>Theme Papers</u></p> <p>Discussed deadlines for completion. They need to evolve as further evidence is mined and do not have to be ready by the Forum (28/2) . ECA can be asked to provide support or 1st draft via CT as necessary.</p>	<p>Theme Papers to be ready by Friday 29th April.</p> <p>Papers to be collated and sent to Nick Cardell and ECA for feedback</p>	<p>Theme Leads</p> <p>CT</p>
8	<p><u>David Hawes</u></p> <p>Discussion around the requirement for his involvement at his stage being some work has progressed and there is no defined start date nor clear scope of his input. Agreed not pursue the work by David Hawes and consider the value of a local urban designer at a later stage to be identified.</p>	<p>Notify ECA of decision</p> <p>Request a copy of the instruction used with DH originally.</p>	<p>CT</p>
9	<p><u>Next dates for meeting</u></p> <p>Monday 28th February 7pm- Forum Meeting</p> <p>Monday 14th March 7pm- Steering Group meeting</p>		

Monday 11 th April 7pm Steering Group		
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The meeting was closed at 21:10pm.