**Badwell Ash & Long Thurlow Neighbourhood Plan(NP) Zoom Steering Group Meeting Minutes Thursday 28 September 2023**

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| **Attendees** | **Organisation** |
| Rachel Leggett (RL)  Andera Long (AL)  Emma Harrison (EH)  Carole Rose (CR)  Peter Dixon (PD)  Katy Haylock (KH)  Steve Russell (SR)  Mark Tomkins (MT) | Rachel Legget & Associates  Compass Point Planning & Rural Consultants  Rachel Leggett & Associates  Badwell Ash PC Parish Clerk  BA&LT Working Group  BA & LT Working Group  Badwell Ash & Long Thurlow Parish Council  BA & LT Working Group |
| **Agenda Item** | **Actions & Outcomes** |
| **1. Introductions**- RL opened the meeting with introductions from all attendees(s), outlined the governance for and membership roles for the BA& LT NP Steering Group. RL/SR gave a summary of where the Planning Consultants and BA & LT Parish were with the Neighbourhood Plan (NP) | BA & LT have completed the Designation of a Neighbourhood Area – published on the MSDC website Planning Page and the Badwell Ash website. |
| **2. Steering Group** – Discussion on frequency of meetings for Steering Group, publishing of minutes, diary dates for meetings and possible days. There will be tasks to be done between meetings for all Steering Group members.  The roles for the Steering Group were briefly discussed and for now with only four members two roles were agreed the Responsible Financial Officer (RFO) will be the Parish Clerk, Carole Rose and the Chair of the Steering group will be Steve Russell.  Steering Group Terms of Reference (TORs), Declaration of Interest, Confidentiality of Information and skills audit were discussed by the Group. The requirement to update the Parish Council was covered.  RL spoke about funding from the Locality grant and the need to apply for two further packages from the Technical Grant which would be needed this Financial Year (FY)  3**. Organisation -** RL advised that the Planning Consultants were three different Companies and would invoice individually for  their services. The Consultant working days would be in line with the NP proposal and for RL/AL/EH to manage.  RL advised that a dedicated email account had been set up for communications and a file drop box would be set up for all correspondence.  RL outlined the effectiveness of the on -line Parish mapping software and advised of the project need to use the software. A discussion on the need for Steering Group members to read reference documents and a link would be set up for all members.  4. **Communication**: A communication plan has been sent out to all Steering Group members, an on- line email account has been set up by RL for use of communications and a drop box file account set up – see Action 1 above.  A discussion by all on the BA website page and how it could be developed with some pictures and if the Parish had a Logo. KH had designed an NP flyer (Jan 23) which could be used as a start point. | Should be planned monthly meetings, can be managed via Zoom or by booking a meeting facility.  **Action 1**: Minutes to be done monthly(SR) and published on BA Website(CR) and Drop Box Account ( RL has already set up)  CR & SR to note, SR to look to bring on two other members to the Steering Group. Role of the Parish Clerk will be to support the NP Steering Group as the RFO.  **Action 2:** RL to send existing NP TORs template and Declaration of Interest Form to all group members and Parish Clerk which are in the links at Action 1 above.  **Action 3:** SR to update Parish Council at monthly meeting as NP is already a standing Agenda item.  **Action 4:** RL to advise of which grant packages to be applied for action by SR/CR  **RFO to note**:  Steering Group members were asked if they had any Historical documents for the drop box.  **Action 5:** CR to set up Parish on -line mapping software - Action completed 2/10/23.  RL has set up link to reference documents see Action 1 for link.  No specific actions but CR to look at access for the BA web pages to liven up and KH to consider what Logo could be used and update group. |
| 5. **Workshop -** RL explained the purpose of the Workshop which would be a day session on an agreed date. RL to set up Doodle poll for all to use for Workshop date planning.  RL asked Steering Group members to submit top three issues on NP.  Date of Next meeting (DONM) and Workshop to be advised | **Action 6**: RL to set up Doodle poll for all members to submit dates – Action completed. |