

Wellow Neighbourhood Plan

Wellow Neighbourhood Plan Steering Committee meeting

Date: 18th September 2017. Venue: Wellow Village Hall. Time: 7:30pm

Author: Kathy Taylor

MINUTES

Present (chair first):	Trevor Grant; Mike Freeman; Kathy Taylor; David Mallinson; Richard Millard; Thelma Freeman.
Apologies:	Harmeet Brar; John Sampson; Rene Schuster
Declarations of interest:	None
Public Participation:	None
Next Meeting:	Date: 16-10-2017 Venue: Wellow Village Hall Time: 7:30 – 9:30pm
Agenda:	As published

Approval and adoption of the minutes of last meeting.

N/A

Matters arising from the minutes of the last meeting.

N/A

Action Minutes	Action
04.a) The activities performed by the Steering Committee over the summer were explained. A document called 'Current Situation Analysis'; which is currently in draft format, will be emailed to all volunteers for review.	KT
04.a) It was recommended that the 'Current situations analysis' document contains a disclaimer; as it may be seen to not cover all necessary aspects of the Parish.	MF

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04.b) Test Valley Borough Council seem to be encouraging parishes to complete their Neighbourhood plans sooner rather than later. Wellow should aim to complete its plan in 2019.	All
04.c) There is still a need for a 'Lead' for the Environment working group. Notification to this affect has gone out in the Parish Newsletter; this will be followed up.	TG
05. Development Working group has organized its first meeting. The next Steering committee meeting will be informed of progress.	RS
06. Communities Working Group Lead provided a detailed progress report of the work completed so far. Budgets and key milestones still need to be agreed.	DM
06. Communities WG requested a list of groups that use the village hall.	TG
07. Environment Working Group is still to get started; the temporary Lead will be contacted.	TG/JS
08. Economy Working group is still to meet; this will be followed up.	TG/HB
09.a) The documentation and evidence repositories were described by the Project office. Only the Project office will be able to store documents on the Google Drive and hard copies in the Parish Office. 'Read Only' access is to be investigated so the Working Group Leads can review documentation on the drive.	KT/MF
09.b) A Project Plan in the form of a Gantt chart is to be created by November. This will assist in monitoring progress and will be required by 'Locality' for any funding application.	TG
09.c) 'Locality' can provide grants to parishes creating Neighbourhood plans. Funding applications need to be made by the end of the year; therefore, as a priority budgets and planning input are required from Working Group Leads and Project office.	All
09. d) There will be a meeting with TVBC next month for an exchange of information. TVBC will be told of Wellow's progress and TVBC will provide advice and guidance.	TG & MF
09. d) The use of Facebook, as a means of communication within the group of Neighbourhood Plan volunteers was discussed. More information is required.	TG
10.a) Date of next meeting: Monday 16 th October 2017; 7:30pm	

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10. b) Future SC meetings planned for: 20th November and 18th December at 7:30pm.

Note: the above action minutes are a brief summary of the topics discussed. If further detail is required please contact the appropriate committee member.

Content Agreed by	Signature	Date
Trevor Grant		21-09-2017