

**Newent Neighbourhood Development Plan
Steering Group
7pm October 19th 2023 at Picklenash School**

Minutes

Action

Present: Helen Selwood (Interim Chair) (HS), Claire Stone (CS);
Cllrs: Kay Selwyn (Minutes) (KS), Gill Moseley (GM), Alan Hedley (AH), Sara Hulbert (SH),
Julie Escritt (JE);
Barbara Pond (GRCC Adviser) (BP);
Lynn Ashton,(LA), Emma Salisbury (ES), Jeff Steer (JeS), Judy Steer (JuS), Heather Roberts
(HR);
Sue Hedley (observer).

1. **Apologies** - none
2. **Declarations of Interest** - none.
3. **Notes of the meeting** held on 3rd October (inquorate) - Prop: CS, sec: JE. Approved as an accurate record.
4. **Matters Arising** - HS produced a draft list of stakeholders with potential contact leads. All to consider further contacts to be added.,
5. **Co-option of six members** - it was proposed that there would be a separate vote for each member as one of those listed was absent. Each introduced themselves, stating their reasons to join the Steering Group. Lynn Ashton, Emma Salisbury, Judy Steers, Jeff Steers and Heather Roberts were voted onto the Steering Group. *(Chris Moore (CM) arrived at 7.20pm)*
6. **Election of Officers** - HS stated that she was willing to continue as Interim Chair until January 2024. SH proposed and CS seconded. All in favour.
HS explained that many NDPs use the town/parish clerk as secretary, but Newent NDP had been unable to do this. The current clerk was willing, subject to approval by NTC, to take on that role but it was understood that this could not happen immediately. Therefore an interim Secretary would be needed. AH proposed GM and LA seconded with a majority in favour. CS indicated that she would stand down from the finance role and CM was proposed by CS, seconded by AH. All in favour. *(At this point, GM took over the minutes from KS)*
7. **Review of Planning Consultant Bids** - BP referred to the Locality document regarding engaging planning consultants. Assessment, audit, and a 'to do' list were tasks needing completion by the SG. Interview questions could include knowledge of Newent, experience of similar market towns NDPs, NPPF climate change requirement updates, estimated timescale, FODDC experience, awareness of conformity issues with current and emerging Local Plan.
A discussion ensued about next steps including Reg 14 and consultations. A skills audit of SG members was needed.
(Item 10 was taken next, after which BP left the meeting)
8. **Communication/data handling procedures** - it was decided that the Chair should be the accountable person appointed for communication and should be copied into all relevant correspondence, with the town clerk to be included as and when appropriate. NTC must be involved with grant applications and holds the funds. Data handling - all surveys are anonymous, Post codes are used to the 5th digit only to check coverage is representative of the parish. GDPR – we don't share, we don't keep personal data. Photographic evidence - permission needed of anyone identifiable.

ALL

**HS & GM
to draft &
circulate
list of
questions**

**GM
& LA**

9. **Business and other surveys** – Business survey needs restarting. GM to liaise with LA. Leisure & Canal survey needs tweaking. CS to produce draft for next meeting.

CS

10. **Planning for the Vision & Objectives workshop** – it was decided to defer this item until members were better acquainted with each other and the NDP process.

11. **AOB** – Transport Survey will need an update (CS)

Email addresses and phone numbers needed for all SG members. GM to co-ordinate.

GM

12. **Date of next meeting** – Wednesday 15th November at 7pm. Venue TBA.

DRAFT