

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 22nd September 2021, 7.00pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Colin Gould (Vice-chairman), Richard Ball, Colin Binfield, Pat Holtom, Jo Sinfield and Heather Tew.

In attendance: Georgina Hirst

Apologies: David Johnson and Oscar Servant

1. Welcome

JH welcomed everyone to the meeting.

2. Apologies

Apologies listed above were received. A Steering Group resignation was noted from Daniel Cox. It was suggested to ask if there were occasional aspects of the NP that DC would still like to be involved in even if he cannot commit to the Steering Group. HT confirmed that she had spoken to Ed Gillespie and he was keen to be involved, although he may not be able to attend all Steering Group meetings. The Steering Group agreed to a core group, with additional people involved in NP tasks on an ad-hoc and by interest basis. It was agreed to contact all people on the mailing list who currently receive the Steering Group emails, minutes etc. to clarify people's level of interest and commitment.

Actions

- ***GH to contact all people on Steering Group mailing list***
- ***JH and HT to consider representation on Steering Group***

3. Declarations of Interests

The Declaration of Interests form was circulated in paper and electronic format, along with guidance for completing it. It was agreed that the completed forms would be held securely in the LPC office and a statement would be added to the NP website that the forms are available to view there.

Actions

- ***All Steering Group members to complete a declaration of interests form and return to GH.***

4. Minutes of the meeting held 9th September 2021

The minutes were agreed as an accurate record. JH requested that future minutes from now have the page numbering to run through all minutes and to include the year in the footer also.

Actions

- ***JH and CG - SNC Conservation Guide by David Edleston to be tracked down.***
- ***HT to contact Richard Squires at SNC to discuss NP training***
- ***CG to check availability for 30/09 interviews***

5. Commissioning a consultant – interview arrangements

The consultants' interviews will be on Thursday 30/09/2021 at Chedgrave Church Community Room for the two face to face interviews. It will be necessary to relocate to the LPC office to use wifi for the third interview with PlanET via zoom call. Catering will be arranged from Spooncake. A projector will be arranged for the 30th.

It was agreed to hold a meeting on Friday 01/10/2021, 5.00pm to discuss the interviews and make a final decision. This meeting will be open to all Steering Group members.

6. Interview Presentation Task

The interview task will cover an introduction and NP case study.

7. Interview questions and scoring

Thank you to RB, PH and HT for their work on producing the interview questions. Thanks also to EG for the environment / sustainability based question.

It was agreed that supplementary questions could be asked beyond the interview questions to draw out any further information as required.

RB suggested giving the interview questions to the consultants at the conclusion of the presentation and providing 5 minutes for them to consider their answers, before commencing.

All interview record forms will be retained for 6 months and interviewers to be aware that the forms may be shared with the consultants should they request feedback.

It was agreed to take into consideration the limitations of zoom for the PlanET interview – if they give an outstanding presentation then a face to face interview will be arranged.

8. Steering Group members' Skills Matrix

It was agreed that the Skills Matrix should be used to assess the skills / knowledge already with in the Steering Group and any gaps to be addresses. Other volunteers, as mentioned in item 2, should also be asked to complete a skills matrix form.

Actions

- ***All Steering Group members to complete a Skills Matrix form and return to GH.***

9. Any other business

None.

10. Date and time of next meeting

The next meeting dates were agreed as:

Interviews follow up and decision **Friday 1st October 2021, 5.00pm**

Next Steering Group meeting **Wednesday 27th October 2021, 7.00pm**